G. R. S. App. F. IX-4]

1942.

File No. 33-42

Previous References.

P&S 44-40-1-4.

(P&S ~~44~~)

Serial Nos. 1-4

Later References.

PRESERVED P-43

GENERAL AND REVENUE SECRETARIAT

Serial Nos. 4

Part B for January 43.

SUBJECT.

Some changes in arrangements of pamphs have been effected in copies of "Rules relating to Supply, Stock, & accounting of Stores"

SC 4) Lr, The Suptdt Govt Printing
No. A.F. 3113 D/ 2-12-42

Approves the action taken by the Suptdt. Govt Printing in effecting some changes.

P&S 33-42-1 1738

Telegrams: PAPYRUS.

OFFICE OF THE SECRETARY, PRESS COMMITTEE,
GOVERNMENT PRESS,

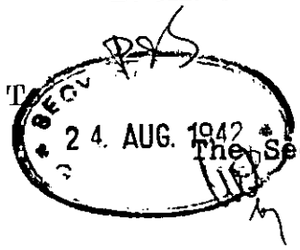
Bangalore, dated .....21st August..... *1942.*

General and I Secretar

No. P. C.6
Encls. 6 Books.

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.



To The Secretary to Government,
Development Department, Bangalore.

Sir,

Hap I

Hap E

I have the honour to forward herewith 6 printed copies of "Rules relating to supply, stock and accounting of forms" approved in Government order No.A.F.6321-4/P&S.44-40-4, dated 15th May 1942. A few verbal changes and some changes in arrangement of paragraphs have been effected to make ideas clearer and sub-headings have been introduced to render referencing easy; descriptions of the different "kinds of paper to be used" in Appendix (A) have been made more specific and the form of imprint (Rule 3 in the printed booklet) has been changed to correspond to the type now being used. The changes may be kindly approved.

Sub'd for perusal and orders

I have the honour to be,
Sir,
Your most obedient servant,

B Krishnaswamy Chetty
21/8/42

Secretary,
Press Committee.

DRS.

Draft Rule for approval

To

The Secy. Press committee

A.F 1809 dated 11.9.42

Conveys approval to the changes effected to the "Rules relating to supply, stock and accounting of forms"

NOTE—Cont. Sheet.

WD C4155- G1'B—55,000—23-10-41

✓

Rules re — supply & stationery articles. 738 1588

File No. 33 of 1942

General and Revenue Secretariat

Serial No.

Letter no. S. 708 dated 30th October 42 from the Supdt. Govt. Stationery forwarding for approval printed copies of the Rules relating to supply, stock & accounting of stationery" in 1 Sub. with a draft letter to the Supdt. for orders.

dr. 10/11

SECY. DEPT. OF
27 NOV. 1942
GOVT. OF INDIA
TYPE
1 DEC 1942
GENERAL

2 Please examine the rules approved in G.O. dy 25/5/42 & the changes made by the Supdt. Whether they are only verbal ones.

by
11/11

3. Sub. The changes made in some of the rules are only verbal and they clarify the procedure further.

4. The draft letter put up is for orders.

26/11

The draft may be approved

Sec Secy

by
26.11

28/11/42

REC'D. SECTT.
4 JAN. 1943

To The Supdt. Govt Stly
A. 23113 dy 2.12.42
Conveys approval to the changes

B

Appendix F G—1]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *19*

Date of issue 11-9-42

Signed by MMCBB

List of enclosures.....

Copied by .....

Examined by .....

Section P&S

File No. 3342

Serial No. 2

No. A 71809

To The Secretary, Press Committee

Bangalore.

Sir,

With reference to your letter No. P.C. dated 21st August 1942 requesting approval of the ~~four~~ changes effected to the Rules relating to supply, stock & accounting of forms, ~~to make the idea clearer & reference easy etc.~~, I am directed to convey approval ~~to the same~~.

I have etc.,

by

for Dy Secy

WD 086—GPB—40,000—30-7-40

P&S 33 47 42-3

B May 42

4

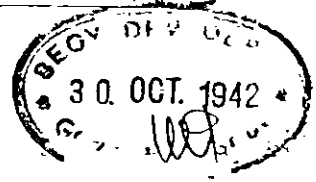
1588

All communications *re* Stationery and Forms not included in annual indents should be addressed to this office, and the Superintendent, Government Printing, for printed forms due on indents. Correspondence *re* Forms and Stationery should be in separate letters.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPÔT.

Dated Bangalore,...29th Oct.....*1942*.
30.

No. S.708.



FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.F.S., M.A.S,M.E.,
SUPERINTENDENT OF STATIONERY
BANGALORE.

To

The Secretary to the Government
of His Highness the Maharaja of Mysore,
Development Department, BANGALORE.

Sir,

I have the honour to forward herewith 6 printed copies of "Rules relating to supply, stock and accounting of -- Stationery" approved in Government Order No.A.F.6321-4/P&S. 44-40-4 dated 15-5-1942. A few verbal changes have been effected in rules 3, 4, 5, 8, 9, 10, 12, 13, 16, 17, 20, 21, 22, 24, 25, 26, 27, 33, 35, 37, 38, 39, 45 and 46 so as to further clarify the procedure.

P.T.O.

5

Appendices have been recast and the list of stationery articles supplied by the Stationery Depot (Appendix A); lists of offices entitled to obtain stationery free of charge (appendix D) list of offices whose indents require counter-signature (appendix E); and list of offices entitled to obtain stationery on payment (appendix F) have been brought up-to-date. These changes may be kindly approved.

I have the honour to be,

Sir,

Your most obedient servant.

SUPERINTENDENT,
GOVERNMENT STATIONERY. 29/6/[illegible]

ckr

6

Appendix F G—1]

SUBJECT.....

.....

.....

Section P/S

File No. 33-42

Serial No. 4

Diary No. of letter replied to.....

No. A 73113

To

The Supdt, Govt. Statione

General and Revenue Secretariat

( )

the *19* .

Sir,

Date of issue..... 2-12-42 .....

With reference to your letter

Signed by ..Mr. D. R. Sastry..

708 dated 30th October 1942 requesti

approval of the changes effected to t

Rules relating to Supply, Stock &

accounting of Stationery" I am

directed by Govt

to convey the approval to the same

I have etc.,

NB

Dec 28/11/42

Secy.

List of enclosures.....

Copied by .....

Examined by .....

RULES

RELATING TO SUPPLY AND ACCOUNTING OF

STATIONERY ARTICLES

Govt. Order No. A. F. 6321-4—P. & S. 44-40-4, dated 15th May 1942

BANGALORE:

PRINTED BY THE SUPERINTENDENT AT THE GOVERNMENT PRESS

1942

RULES FOR THE SUPPLY OF STATIONERY ARTICLES TO THE SEVERAL OFFICES AND ACCOUNTS TO BE MAINTAINED IN RESPECT OF THEM.

1. All the stationery for Public Offices will be supplied from the Mysore Government Stationery Depot at Bangalore. A list of articles supplied by the Stationery Depot showing the departments for which they are provided will be found in Appendix A. It shall be the duty of the Superintendent, Government Stationery, to bring to the notice of Government any serious instances of neglect or breach of the Rules of Stationery by any officer.

2. The Superintendent of Stationery has no authority to add to or subtract from these lists without the orders of Government.

3. All stationery articles required for use in Government offices or institutions should be obtained on indent (in Form Appendix B or C) from the Superintendent of Stationery. Local purchase of stationery articles supplied by the Stationery Depot, without the sanction of Government, is strictly prohibited.

Note.—Heads of Departments are authorised to purchase or to sanction purchase of stationery articles locally up to a limit of Rs. 20 in cases where the supply from the Depot is not received or the stock in the Stationery Depot is reported to be exhausted.

4. Indents for stationery articles shall ordinarily be made only once a year in Form Appendix B; for small supplies Form Appendix C may be used. These forms may be obtained from the Superintendent, Government Printing, with the indents for common forms. No duplicate copy of indents need be prepared but an office copy may be kept.

5. In respect of the articles for which no standard allowance has been fixed, the indent shall ordinarily be based on the average of the actuals of the last three years (which must be given in detail in the indent) preceding that in which the indent is forwarded. No demands in

excess of the average consumption will ordinarily be complied with unless full particulars of increase of work or staff are furnished on the indent.

6. The Superintendent of Stationery shall bring to the notice of Government any instances of excessive demand or unusual expenditure which are not satisfactorily explained in the indent.

7. Each indent should contain the number of gazetted, non-gazetted, executive and ministerial officers attached to the office. Permanent and temporary posts (with period of sanction) should be given separately. As the details furnished in the statement are the only means of check in the office of the Superintendent of Stationery for regulating the supply of articles on fixed scale, accuracy in preparing the statement is essential.

8. A list of officers authorised to indent on the Stationery Depot and obtain their supplies free of charge and the officer by whom such indents are to be countersigned is given in Appendices D and E.

9. Indenting officers have to send the indents direct to the Superintendent of Stationery on or before the dates fixed for them (Appendix H). But officers whose names appear in Appendix E should send their indents through the countersigning officers noted against them.

10. Appendix F contains a list of officers who are entitled to obtain supplies from the Stationery Depot on payment (book adjustment).

11. Any other officer requiring articles from the Stationery Depot (whether on payment or free of charge) shall obtain the previous sanction of Government.

12. Charges incurred in transmitting stationery articles to several mofussil stations, as well as delivering them locally are to be met out of the contingent grants of the offices concerned. The Superintendent of Stationery is authorised in all such cases to book packets by railway "To Pay", except in the case of the Government Branch Press, Mysore, and Taluk Offices, when free supplies are made.

13. Appendix G shows a list of offices, the nearest Railway Station to which packages of stationery will be sent by the Superintendent, the cost of freight and delivery charges being borne by the respective offices, except in the case of Taluk Offices.

14. The Superintendent of Stationery is authorised to call for the stock and issue books of any office from time to time in order to satisfy himself that these books are uniformly and properly maintained and return them to the offices concerned as early as possible.

15. Annual estimates are not required, but when an unusually large consumption of any articles or paper in any particular official year is anticipated in any department the head of that department should report the circumstances to Government and with their sanction intimate not later than 1st May of the previous official year to the Superintendent of Stationery, stating the particulars of stationery articles required with quantity.

16. Appendix H indicates the details of programme of receipts of indents and supply from the Stationery Depot, and the period for which the supply is to be used in the several departments.

17. Proposals to open new offices submitted to Government for sanction should invariably include a head of expenditure under stationery articles required for use in the proposed offices.

18. Officers should be careful to indent for only as many blank books as are absolutely necessary, stating fully the purpose for which they are required.

19. The utmost care is to be exercised in preparing indents for stationery, particularly in respect of articles to be supplied periodically. It is also necessary to verify the actual stock on hand with reference to requirements included in the indents.

20. Appendices I and J contain lists of (1) articles issued on a fixed scale and (2) those that are issued for stated periods, respectively. Where the standard allowance has been fixed, nothing in excess of the standard allowance shall be indented for. Articles issued for stated periods shall not be renewed until the expiry of the period prescribed for their use and even then shall only be renewed when the old articles are returned and on a certificate signed by the indenting officer to the following effect:—

"I hereby certify that the..... included in the indent is/are required to replace..... which was/were supplied in the year ..... and

that I have personally ascertained that the ..... has/have worn out by fair usage."

In exceptional cases, when the old ones are lost after fair usage, a certificate to that effect from officers may be accepted and new ones issued by the Superintendent of Stationery.

21. Appendix K contains a list of articles which are not consumed by use and may ordinarily be expected to last for an indefinite period. No fresh supply of these articles will be made or their renewal permitted without sanction of Government.

22. Before indenting for any article mentioned in Appendices J and K, which has been lost or damaged or destroyed, a report of the fact shall be made by the officer to the Head of the Department, who will in the case of articles contained in Appendix J, investigate into the matter and fix the responsibility for the loss or damage, or recover the value of the articles and forward a copy of his order to the indenting officer for being sent along with the indent to the Superintendent of Stationery. In the case of articles contained in Appendix K, sanction of Government is necessary to replace them if the cost of lost articles is not recovered.

23. Any balance of stationery due on indents, which has not been issued by the close of the supply year for which they were indented for, shall lapse.

24. In special circumstances, supplementary indents for articles considered necessary, may be sent in Form Appendix C, through the Head of the Department with full reasons.

25. A standing list in Form Appendix L for each office to which stationery is supplied with names and quantities of articles of stationery to be supplied as per sanctioned scale shall be maintained in the Stationery Depot and may be corrected and kept up-to-date with reference to annual indents or with reference to Government orders received from time to time. This list will be the guide for passing annual indents with the least possible delay and quantities in excess of those noted in the standing lists shall on no account be supplied without special sanction of Government.

26. Supplies shall be made to all the offices in rotation in the month specified against each district noted in Appendix H.

27. All old and unserviceable articles except articles of periodical supply should be sold by public auction and the proceeds credited to the head "XII (2) Other Press and Stationery receipts", the particulars being intimated to the Superintendent of Stationery.

28. The Superintendent of Stationery shall give intimation to the officers in Bangalore City of the dates on which the supplies will be issued from the Depot.

29. The officers in Bangalore will, on the date fixed for each of them, depute a responsible person to attend the Depot and to take charge of the supplies. The name and designation of the person so deputed shall be entered in the authority that may be granted to him by the head of his office to receive the supply. Objections, if any, must be made before the supplies are removed from the Depot. Bottles, boxes, etc., lent for convenience of removal of their contents from the Depot must be returned.

30. In case of mofussil offices, it is the duty of the indenting officer to send his indents on due dates direct or through the countersigning officer to the Superintendent of Stationery, who will arrange to despatch the articles and intimate the fact on or before the dates fixed for each office. Should there be any error in the address so notified or should the consignment not reach its destination in due course, the receiving officer shall, in communication with the Superintendent of Stationery, immediately take necessary steps for the correction of the mistake.

31. On arrival of the supplies, the receiving officers shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the invoice or packing memo in the presence of the receiving officer or of some one appointed by him, who shall certify to the fact at the foot of the invoice or packing memo. The invoice or packing memo shall then be signed and immediately transmitted to the Superintendent of Stationery with details of any missing articles. The transmission of the receipt must not be delayed pending reference to the Stationery Depot regarding the short or excess delivery which should form the subject of separate correspondence.

If the weight shown in the Railway Receipt does not agree with the actual weight of the package or the package is in any way damaged, the indenting officer will take open delivery and compare the contents with the invoices. In

this case the shortage can be claimed from the Railway authorities.

Note:—The articles should be checked within five days from the date of receipt of the packages and action taken as indicated above.

32. In the unavoidable absence of the head of the office, the packages shall be opened by the Sheristedar, Manager or Head Clerk and the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the head of the office.

33. Complaints as to the quality of supplies received shall be accompanied by one average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery Office on the specified date, particulars as to the marks on the articles and on the covering of the packages being also reported. To prevent fraudulent substitution of articles other than Government supplies, such complaints can only be admitted when preferred within three days of the opening of the case or package. When the receiving officer may have reason to consider that the packing has been improperly or carelessly performed (whether actual injury has resulted therefrom or not), he may intimate the same, mentioning reasons for his opinion with suggestions for future preventions; and in cases of damage in transit, the cause thereof which may be apparent should be communicated.

34. Short receipts reported to the Superintendent of Stationery shall be noted in the register maintained in the Office of the Superintendent of Stationery under the following heads: (1) Name of article, (2) quantity, (3) cost, (4) remarks.

35. Packing cases, such as boxes or gunnies, received from the Stationery Depot shall be sold and proceeds credited to Government under "XII (2) Other Press and Stationery Receipts."

Strawboards and covers of old registers set apart for destruction should be preserved and disposed of under the instructions of the Superintendent of Stationery. Strawboards should not be cut to waste or thrown away and those used for pasting notices, printed charts, plans, sketches of trees and animals, maps and those used for files should not be discarded until they become thoroughly unfit for any use.

36. Whenever the provisions of these rules have not been strictly observed, the officer at fault shall be held responsible for the value of all articles lost or damaged on that account.

37. The articles of stationery received from the Stationery Depot should be placed in charge, under lock and key, of either the Sheristedar, the Head Clerk or the Manager of the office. Supplies to office staff should be made only on indents signed by heads of sections, who should see that there is no misuse of Government stationery.

38. Three separate books, in Form Appendix M, one showing the receipts, another showing the issue of stationery and the third showing periodical issues of stationery, shall be maintained in each office.

39. Each supply of stationery shall immediately on receipt, be entered in the Receipt Book and issues posted into it from the Issue Register every month, regularly.

40. Each item of issue entered in the issue register shall be attested by the clerk taking it. The issues shall be totalled up on the last day of each month and carried to the receipt book and balance struck. The books shall be examined and initialled once a month by the head of the office. The balance as shown in the books shall be verified with actual balance on hand once a quarter by the ministerial head, and annually in July by the head of the office. Quarterly and annual stock verification certificates should be sent by all indenting officers to the Superintendent of Stationery on or before the 5th of the month following the stock-taking. The Superintendent of Stationery will submit to Government names of offices who have failed to submit stock verification certificates on or before the end of the month in which they are due. Excess found in stock should be brought on to account and the matter intimated to the Superintendent of Stationery and the value of any deficiency should be made good immediately and the fact also intimated to the Superintendent.

41. Any wilful wastage or extravagance on the part of the subordinates using stationery which may be apparent to the Sheristedar, Manager or Head Clerk of an office should be brought immediately to the notice of the head of the office.

42. When an indenting officer finds that any article supplied by the Stationery Office has not been used or is not likely to be used for the purpose for which it was obtained or is likely to deteriorate before coming into use, he shall without delay report the matter to the Superintendent of Stationery with particulars of the date of supply and the circumstances under which it was indented for and dispose of it under the instructions of the Superintendent.

43. When an article of stationery becomes damaged or is found missing, the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact through the proper channel to the Head of the Department, who will investigate the matter, recover the value of the article, if the loss or damage was due to carelessness or neglect of rules, or write the value off the accounts if irrecoverable as indicated in Rule 22.

44. Exchange of stationery articles is forbidden and requisitions from officers for such exchange shall not be considered unless—

(1) the article proposed to be returned was issued from the Stationery Office for use during the year in which application is made ;

(2) it has not deteriorated since issue ;

(3) there are special grounds for the exchange, which should be stated.

45. When articles have been supplied from the Stationery Office to temporary establishments, the officer to whom they were supplied shall, before the completion of the work, forward proposals to the Superintendent of Stationery for the disposal of the articles remaining unused and the Superintendent shall issue such instructions as he may consider necessary.

46. Inter-departmental supply of stationery articles is strictly prohibited. The Superintendent of Stationery will arrange to inspect all offices to which stationery articles are supplied at least once a year and submit the report of inspection to Government, forwarding a copy thereof to Heads of Departments for information.

APPENDICES

APPENDIX A.

(RULE 1.)

Articles supplied by the Stationery Depot and the Department for which they are provided.

	Description of articles	Department to which they are supplied	Remarks
	Stationery Articles.		
1	Steel Pen Nibs ...	General supply.	
2	Nib holders ...		
3	Needles ...		
4	Country sealing wax, 3rd grade.		
5	Sealing wax, 2nd grade ...		
6	Do 1st grade ...		
7	Candles ...		
8	White tape—skeins ...		
9	Thread white—reels ...		
10	Black ink powder ...		
11	Red ink powder ...		
12	Black lead pencils ...		
13	Copying pencils ...		
14	Thabalak thread ...		
15	India Rubber pieces ...		
16	Typewriter ribbons to suit various kinds of machines		
17	Coloured pencils ...		
18	Blotting pads ...		
19	Scissors ...		
20	Pen knives ...		
21	Green Baize ...	Gazetted Officers and others when specially sanctioned.	
22	Officers' ink stand (wooden).		
23	Paper Weights ...		
24	Blue black ink jars ...		
25	Superior Green Baize ...	Huzur Secretary, Private Secretary, Dewan and Ministers.	
26	Ink glasses ...	General supply.	
27	Mud ink bottles ...		
28	Candle sticks ...		
29	Bakelite ink stands ...		
30	Rulers ...		
31	Gem clips ...	University Examinations, Deputy Commissioners and Executive Engineers.	
32	Cotton tags ...		

APPENDIX A—*contd.*

	Description of articles	Department to which they are supplied	Remarks
33	Gloy bottles ...	Palace and G. R. S.	
34	White tape (country) ...	Press	
35	Red do do ...		
36	Superior long cloth ...		
37	Ordinary Do ...		
38	Red tape (English) ...	Palace and G. R. S.	
39	Blue do ...		
40	Blank books of 2 quires ...	General supply	
41	Do 1 do ...		
42	Do Octavo 1 do ...		
43	File books ½ do ...		
44	Finger printing plates ...	Police and Registration Departments.	
45	Do Ink boxes ...		
46	Do Rollers ...		
47	Do Sets ...		
48	Shorthand note books ...	General supply.	
49	Shorthand pencils ...		
50	Self-inking pads of various sizes.		
51	Pad ink bottles ...		
52	Stencil ink ...		
53	Stencil Brushes ...		
54	Ink and pencil erasures ...		
55	Liquid gum in bottles ...		
56	Superior nibs like Relief, Ball-pointed, Waverly, etc.	Dewan, Ministers, Huzur Secretary and Private Secretary.	
57	Crow Quills ...	Public Works, and other Departments where the use of the articles is necessary.	
58	Mapping pens ...		
59	Metallic note-books ...		
60	Sponges ...		
61	Drawing pencils ...		
62	Drawing pins ...		
63	Artists' Glasses ...		
64	Saucers ...		
65	Sable Hair Brushes ...		
66	Colour cakes of various tints.		
	Papers.		
1	Imitation hand-made foolscap.	For printing certificates of the University, Sannads, etc.	
2	Parchment paper		
3	Real parchment sheets		

APPENDIX A—*contd.*

	Description of articles	Department to which they are supplied	Remarks
4	Tub-size, Cream Wove, double foolscap 28 lbs	To print letter forms of the Palace, Huzur Secretary, Dewan and Ministers, Secretaries to Government and certain Heads of Departments.	
5	Do double foolscap 24 lbs.		
6	Rag vellum note paper		
7	Do covers		
8	Large ivory envelopes		
9	Do cards		
10	Imperator parchment paper		
11	Do envelopes		
12	O. T. M. note paper		
13	Do envelopes		
14	Superfine antique vellum note paper.		
15	Do envelopes		
16	Phala envelopes		
17	Baskerville Note-paper		
18	Do envelopes		
19	Carrara note paper		
20	Do envelopes		
21	Heliotrope bond paper	Press.	
22	White bond paper Dy. 18 lbs		
23	Do do 15 lbs.		
24	Coloured bond paper		
25	Asoka Blotting paper	The Palace, Huzur Secretary, Dewan and Ministers.	
26	Blotting paper, pink .	General supply.	
27	T. W. paper, thick		
28	T. W. paper, thin		
29	T. W. carbon paper		
30	Ink carbon paper		
31	Pencil carbon paper		
32	Typewriting stencil paper		
33	Handwriting stencil paper		
34	Demy envelopes		
35	Rotary Impression paper...	General supply.	
36	Imitation Art paper, double crown.	Press.	
37	Do royal ...		
38	Do double demy		
39	Coloured Imitation Art paper double crown.		
40	Art paper royal ...		
41	Do double crown.		
42	Do medium ..		
43	Do double demy ...		

APPENDIX A—*contd.*

	Description of articles	Department to which they are supplied	Remarks
44	Art cover paper, double crown.	Press for printing covers for Bulletins, Educational books and registers, etc.	
45	Do royal ...		
46	Do medium ...		
47	M. G. Pressings of different tints.		
48	Manilla paper quad demy...	Press.	
49	Feather-weight paper ...		
50	Kraft paper, double demy		
51	Do quad demy ...		
52	White Cartridge, royal ...	Press, Palace and for examinations for drawing purposes.	
53	Do double crown ...		
54	Badamy cartridge, demy 22 × 28—60 lbs.	Press.	
55	Do double foolscap, 28 lbs.		
56	Do royal 30 lbs. ...		
57	Do super royal 38 lbs.		
58	Brown cartridge royal, 30 lbs.	Press and General supply.	
59	Brown cartridge, double foolscap 18 lbs.	Press.	
60	Do royal 55 lbs.		
61	Do double demy 87 lbs.		
62	Do double foolscap 24 lbs.		
63	Brown cartridge 44″ x 70″		
64	Do 50″ x 70″		
65	Thick Brown Cartridge 18″ x 25″—42 lbs.		
66	Do 17½″ × 27½″—44 lbs.		
67	Straw boards of miscellaneous sizes and substances.		
68	Ivory boards ...		
69	Three-sheet paste boards...		
70	Six-sheet do ...		
71	Cloth-lined paper ...		
72	Coloured boards ...		
73	Azurelaid, royal 44 lbs ...		
74	Do medium 32 lbs.		
75	Conqueror azurelaid, royal.		

APPENDIX A—*contd.*

	Description of articles	Department to which they are supplied	Remarks
76	Azurelaid, double foolscap 26 lbs.	Press.	
77	Do double demy 48 lbs.		
78	Do medium 22 lbs. ...		
79	Do foolscap 15 lbs. ...	Courts and Press.	
80	Creamlaid draft foolscap 8 to 10 lbs.	General supply.	
81	Creamlaid foolscap, 14 lbs.	Courts and Press.	
82	Draft do 16 lbs.		
83	Creamlaid, demy 24 lbs. ...	Press.	
84	Do royal 32 lbs. ...		
85	Do double foolscap, 28 lbs.		
86	Do double foolscap, 16 lbs.		
87	Absorbo paper, foolscap 16 lbs.		
88	Badami foolscap 8 to 10 lbs	General supply.	
89	Do double foolscap 16 lbs.	Press.	
90	Badamy demy 14 lbs. ...	Press and general supply.	
91	Badami double demy 28 lbs.	Press.	
92	Badamy royal 16 lbs. ...		
93	Badami double foolscap 24 lbs.		
94	Do do 19 lbs. ...		
95	Do do 28 lbs. ...		
96	White printing double foolscap 16 lbs.		
97	Do do 20 lbs. ...		
98	Do royal 32 lbs. ...		
99	Do double crown 28 lbs.		
100	Do royal 23 lbs....		
101	Do double demy 36 lbs.		
102	Do double demy 48 lbs.		
103	Do double demy 35½ lbs.		
104	Do royal 31 lbs.		
105	Do double foolscap 28 lbs.		
106	Emergency printing double foolscap (rough) 18 lbs.		
107	White printing quad crown 72 lbs.		
108	Opaque printing paper ...		

APPENDIX A—*concld.*

	Description of articles	Department to which they are supplied	Remarks
109	H. M. F. Calender printing double crown, 36 lbs.	Press.	
110	Do foolscap, 28 lbs.		
111	Do demy, 48 lbs. ...		
112	Do quad crown 72 lbs.		
113	Coloured paper double crown.		
114	Do double foolscap 20 lbs.		
115	Do do 14 do		
116	Drawing double elephant	Public Works Department, Local Examinations and other offices where the use of the articles is necessary.	
117	Drawing imperial (S. E.)		
118	Tracing paper ...		
119	Tracing cloth ...		
120	Chequered foolscap ...		
121	Drawing section paper ...		
122	Carton drawing paper S226		
123	Do do 227		
124	Castle do 226		
125	Do do 227		
126	Cromwell tympan paper ...	Press.	
127	Foolscap envelopes ...		
128	Opaque do ...		
129	Chit envelopes ...	General supply.	

APPENDIX B.

(RULE 3)

FORM OF ANNUAL INDENTS FOR STATIONERY ARTICLES.

INDENT FOR STATIONERY FOR THE YEAR FROM THE 1ST 19 , TO THE 30TH—31ST 19

For the office of the and offices subordinate thereto

(To be filled in by the indenting officers.)

(For instructions regarding pr eparation of indents see back of the form.

I. I hereby certify that the stock of stationery articles has been examined on.....and

(1) that every item of stationery received up-to-date either from the Stationery Office or from any other source has been properly accounted for;

(2) that the actuals agree with the quantity shown as balances in the stock book;

(3) that no officer or other Government servant has been supplied during the period with any article in excess of the scale sanctioned for him in respect of periodical articles, and in respect of all other articles, that he has not been supplied in excess of actual requirements;

(4) that every issue has been acknowledged by the recipient in the issue book and has been made only on demand

(5) that acknowledgment has been duly obtained for every article issued to other offices;

(6) that all balances shown in old stock books have been correctly brought forward in the new stock book

(7) that paper is duly accounted for in the stock books in reams of 500 sheets;

(8) that no articles liable to deterioration have been kept in stock for long periods without issue; and

(9) that I have obtained similar certificates from my subordinate officers.

II. I further certify that this indent has been carefully prepared in my office with reference to the rules regarding the preparation of indents for stationery and that the stationery indented for is absolutely necessary.

Number of Gazetted Officers..... .....
Number of Non-Gazetted executive officers..... .....
Number of Non-Gazetted ministerial officers.....
Number of mutchis, etc..... .....

The exact addresses to which the articles have to be despatched } (*a*) By Railway goods to.....
(*b*) By Railway parcel to.....

Number

Date

Station Nearest Railway Station.

Head of account to which the issues should be charged in the account if the cost has to be paid for .....Department.

Signature and designation.

(To be filled in by the countersigning officer.)

Countersigned. The quantities passed by me have been entered in column 11.

Number

Date

Station *Signature and designation.*

Name of article indented for as given in Appendix I	Actual consumption of the three supply years preceding that in which the indent is made			Average annual consumption as per details in columns 2 to 4	Actual consumption in the current year up to the date of indent	Balance on hand on date of indent	Probable requirements for the remaining months of the supply year	Probable opening balance of the supply year for which the indent is made	Quantity now indented for	Quantity passed by the countersigning officer	To be filled in by the Stationery Office		Remarks
	194 .	194 .	194 .								Quantity passed by the indent branch	Quantity actually issued by stores	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1. Azurelaid foolscap 15 lbs. ...													
2. (a) Cr. laid F'cap dft. 10 lbs.													
(b) B. single do do													
3. Brown ctdge. Royal 30 lbs.													
4. Badamy Demy 14 lbs. ...													
5. Typewriting paper (thick)													
6. Do (thin) ...													
7. Do carbon paper													
8. Blotting paper ...													
9. Blank Foolscap books 2 qrs.													
10. Do Quarto 1 qr. ...													
11. Do Octavo ½ qr. ...													
12. File books ...													
13. Steel-pen nibs ...													
14. Do holders ...													
15. Needles No. ...													
16. White tape skeins ..													
17. Thread white reels ...													
18. Sealing wax sticks I Grade													
19. Candles No. ...													
20. Black ink powder packs ...													
21. Red do do ...													
22. Black lead pencils No. ...													
23. Coloured pencils do ...													
24. Blotting pads do ...													
25. India Rubber do ..													
26. Cotton tags do ...													
27. D. O. Covers do ...													
28. Remington T. W. Ribbons													
29. Oliver do ...													
30. Underwood do do													
31. L. C. Smith do do													
32. Corona do do													
33. Pencil carbon paper ...													
34. Ink do ...													
35. Shorthand note books ...													
36. Do pencils ...													
37. T. W. Stencil paper ...													
38. H. W. do ..													
39. Cyclostyle ink tubes ...													
40. Thablak thread ...													
41. Sealing wax, III grade, lb. ...													

INSTRUCTIONS FOR PREPARING THE ANNUAL INDENT FOR STATIONERY.

1. Indents should be sent to the Stationery Office strictly in accordance with the dates prescribed in the table of supply, Appendix H.

2. Articles not printed in this indent form (but included in Appendix A) to which the indenting officer is entitled should be indented for in accordance with rules and all items in the indent should be serially numbered.

3. The actual consumption of all articles in the three previous years (preceding that in which the indent is made) whether indented for or not, together with the balances on hand on the date of indent shall be shown in the columns provided for the purpose.

4. Articles supplied on a fixed scale and for stated periods and those expected to last for a number of years, should be claimed in accordance with rules.

5. The term "all articles" referred to in paragraph 3 of the instructions includes also articles supplied on a fixed scale and for specific and indefinite periods, and as such, the consumption under these should also be shown in the indent.

6. A list of surplus stocks, if there be any, should be sent along with the indent, and if not, a nil statement should be sent. For this purpose articles of stationery remaining in stock for over a year should be considered as surplus unless there be any good reason to treat them as otherwise.

7. Indents not in accordance with the above instructions and not furnished in time will not be complied with by the Superintendent of Stationery.

Date of receipt of indent by Indent Clerk. S. O. No. and date

Sanctioned as per entries in column (12) with the following remarks :—

Indent Clerk. *Supervisor.* *Sub-Asst. Supt.*

Date of receipt of indent by Store-keeper. Names of packers deputed to pack the consignment.

Description of package Number of packages.

1. Full bales.
2. Made-up cases.
3. Gunny bundles.
4. Other items.

No. of items supplied Balance Sl. No. in Balance Register.

Date of return of indent to the Accounts section. *Signature of Store-keeper.*

Filed on

APPENDIX C.

(RULE 3).

SUPPLEMENTARY INDENT FOR STATIONERY FOR THE OFFICE OF... .....FOR THE SUPPLY YEAR ENDING WITH 194

(To be filled in by the indenting officer.)

Number.....

Date.....

* Head of account to which issues should be charged in the accounts. } .....Department.

The exact address to which the articles have to be despatched. } (*a*) By Railway parcel to.....
(*b*) By post to.....

Nearest Railway Station.

Place.....

Date..... *Signature and Designation of Indenting Officer.*

(To be filled in by the countersigning officer.)

Number

Countersigned.—The quantities passed by me have been entered in column 8 of the indent and are recommended for supply. The articles are absolutely necessary for use before the date fixed for compliance with the next annual indent and cannot be spared either from my own stock or from that of any other office under my control. I consider the explanation given for the failure to make proper provision in the last annual indent satisfactory/unsatisfactory and due notice has been taken of the conduct of the officer responsible.

Station..... Signature.....

Date..... ..... Designation.....

* To be filled up in the case of paying departments.

Nomenclature of the article according to Appendix A.	Quantity on hand at the beginning of the supply year	Quantity received for the supply year	Total of columns 2 and 3	Actual expenditure up-to-date	Quantity now claimed	Explanation for the demand with reference to rules	Quantity passed by the countersigning officer	To be filled in by the Stationery Office		Remarks
								Quantity passed by the Indent Branch	Quantity actually issued by Stores	
1	2	3	4	5	6	7	8	9	10	11

Station .....

Date .....

Signature and Designation.

Date of receipt of indent by the Indent clerk. S. O. No. and date.

Previous indent No. Date of receipt of reply.

Sanctioned as per entries in column 9, with the following remarks :—

Indent Clerk. *Supervisor.* *Sub-Asst. Supdt. of Stationery.*

Date of receipt of indent by Store-keeper. Names of packers deputed to pack the consignment.

Description of package Number of packages.

1. Full bales.
2. Made-up cases.
3. Gunny bundles.
4. Other items.

No. of items supplied Balance Sl. No. in Balance Register.

Date of return of indent to the Accounts section. *Signature of Store-keeper.*

Filed on

APPENDIX D.

(RULE 8)

List of offices entitled to obtain stationery free of charge.

I. GENERAL ADMINISTRATION.

General and Revenue Secretariat, Bangalore.
Secretary, Representative Assembly and Legislative Council, Bangalore.
Kannada Translator to Government, Bangalore.
Secretary, Mysore Traffic Board, Bangalore.
Secretary, Stores Purchase Committee, Bangalore.
Public Service Commissioner, Bangalore.
Secretary to the Board of Management, Mysore Local Service and Pleaders' Examinations, Bangalore.

II. REVENUE.

Revenue Commissioner in Mysore, Bangalore.
Deputy Commissioners of Districts.
Revenue Assistant Commissioners and Sub-Division Officers.
Amildars and Deputy Amildars.
Muzrai Commissioner in Mysore.
Special Land Acquisition Officers.

III. JUDICIAL.

Registrar, High Court of Mysore, Bangalore.
District and Sessions Judges.
District Magistrates.
Subordinate Judges.
City Magistrates.
Special Magistrate, Kolar Gold Fields.
Munsiffs.
Advocate-General.
Public Prosecutors.
Special First Class Magistrates.
Special Second Class Magistrates.
Benches of Honorary Magistrates.

IV. JAILS.

Inspector-General of Prisons.
Superintendents of Jails.
Officers (District Magistrates) in charge of Lock-ups.

V. POLICE.

Inspector-General of Police.
Special Superintendent of Police, Kolar Gold Fields.
Principal in charge of Police Training School, Bangalore.

VI. SURVEY.

Superintendent, Mysore Revenue Survey and Settlements.
Superintendent, Mysore Revenue Survey, Record of Rights

VII. ACCOUNTS.

Comptroller to Government, Bangalore.
Deputy Commissioners, Treasury Departments.
Local Audit Circle Officers.

VIII. PALACE.

Private Secretary to His Highness the Maharaja of Mysore, Mysore.
Huzur Secretary to His Highness the Maharaja of Mysore, Mysore.
Superintendent, Government House, Mysore.
Superintendent, Fern Hill Palace.

IX. PUBLIC WORKS.

Chief Engineer of Mysore, Bangalore.
Chief Engineer, Krishnarajasagar Works, Bangalore.
Superintending Engineers.
Executive Engineers.

X. FOREST.

Chief Conservator of Forests in Mysore, Bangalore.
Conservator of Forests, Shimoga.
District Forest Officers.
Forest Sub-Division Officers.
Officer in charge of Forest Researches.
Officer in charge of Working Plans and Forest Surveys, Bangalore.
Officer in charge of Wood Preservation Plant, Bhadravati.
Officer in charge of Government Saw Mills, Timber Depots and Sandal Koti.
Officer in charge of Elephants.

XI. EXCISE.

Excise Commissioner in Mysore, Bangalore.
District Excise Officers.
Assistant Commissioners, Excise Branch.
Officer in charge of Distillery and Transport, Mandya.

XII. STAMPS.

Commissioner of Stamps in Mysore, Bangalore.
Superintendent of Stamps, Bangalore.
Superintendent of Stamp Manufactory, Bangalore.

XIII. MEDICAL AND PUBLIC HEALTH.

Senior Surgeon in Mysore, Bangalore.
Director of Public Health in Mysore, Bangalore.
Chief Medical Officer, Women's Hospital, Bangalore.
Sanitary Engineer, Bangalore.
Superintendent, Government Medical Stores, Bangalore.
Superintendent, Mental Hospital, Bangalore
Medical Officer in charge of Victoria Hospital, Bangalore.
Medical Officer in charge of Krishnarajendra Hospital, Mysore.
District Medical Officers.
Superintendent, Vaccine Institute, Bangalore.
Lady Medical Officer, Cheluvamba Hospital for Women, Mysore.
Lady Medical Officer in charge of Maternity Hospital, Robertsonpet.

Lady Medical Officer in charge of Vani Vilas Maternity Hospital, Bangalore.
Superintendent, Minto Ophthalmic Hospital, Bangalore.
Medical Officers in charge of Jails, Bangalore and Mysore.
District Health Officers, Mysore and Shimoga.
Medical Officer, Princess Krishnajammanni Sanatorium, Mysore.
Medical Officer, E. D. Hospitals, Bangalore, Mysore and Kolar Gold Fields.
Medical Officer, Mysore State Troops Station Hospital, Bangalore.
Medical Inspector of Schools, Mysore.
Chief Medical Inspector of Government Schools and Colleges, Bangalore.
Health Officers in charge of Malaria Control Units.
Superintendent, Public Health Institute, Bangalore.

XIV. EDUCATION.

Director of Public Instruction.
Financial Assistant to the Director of Public Instruction.
Deputy Director of Elementary Education in Mysore, Bangalore.
Deputy Directors of Public Instruction, Bangalore and Mysore.
District Educational Officers.
Head Masters of Government High Schools.
Head Mistresses of Government Girls' High Schools.
Assistant Inspectors of Education (Kannada and Urdu).
Assistant Inspectresses of Hindustani Girls' Schools, Mysore and Bangalore.
Principal, Government Training College, Mysore.
Superintendent, Women's Training College, Mysore.
Assistant Inspector of Sanskrit Schools.
Medical Inspectors of Primary Schools, Bangalore and Mysore.
Superintendent of Practical Instruction, Bangalore.
Secretary, Local Examinations Boards, Bangalore.
Secretary, Commercial Examinations Board, Bangalore.
Principals, Sanskrit College, Bangalore and Chamarajendra Sanskrit College, Mysore.
Secretary, Board of Sanskrit Studies, Mysore.
Head Mistress, Zanana Home Industries Institute, Channapatna.
Principal, Government Ayurvedic and Unani College, Mysore.
Head Masters, District Normal Schools.
Head Master, School for Deaf and Blind Boys, Mysore.
Warden, Central Adikaranataka Institute, Mysore.

XV. GEOLOGICAL.

Director of Geology.
Chief Inspector of Mines and Explosives in Mysore, Oorgaum.
Superintendent, Government Chrome Mines, Bangalore.

XVI. REGISTRATION.

Inspector-General of Registration in Mysore, Bangalore.
District Registrars.

XVII. INDUSTRIES AND COMMERCE.

Director of Industries and Commerce in Mysore, Bangalore.
Superintendents of Industries and Commerce.
Inspectors of Factories and Boilers.
Commissioner of Labour.
Assistant Commissioners of Labour.
District Weaving Demonstrators.
Weaving Inspector in charge of Government Weaving Institute, Bangalore.

XVIII. Co-operative Societies.

Registrar of Co-operative Societies in Mysore, Bangalore.
Deputy Registrar of Co-operative Societies, Bangalore.
Assistant Registrars of Co-operative Societies.

XIX. Income-tax.

Commissioner of Income-tax in Mysore, Bangalore.
Income-tax Officers.

XX. Agriculture.

Director of Agriculture in Mysore, Bangalore.
Senior Assistant Directors of Agriculture, Bangalore, and Kolar.
Assistant Directors of Agriculture.
Economic Botanist, Department of Agriculture, Bangalore.
Agricultural Chemist, Bangalore.
Agricultural Engineer, Bangalore.
Vice-Principal in charge of Hebbal Experimental Farm, Bangalore.
Principal, Agricultural School, Hebbal.
Entomologist, Department of Agriculture, Bangalore.
Mycologist, Department of Agriculture, Bangalore.
Agricultural Inspector, Paddy Breeding Station, Nagenhalli.
Superintendent, Irwin Canal Farm, Mandya.
Chemist, Active Carbon Unit, Mandya.
Superintendent, Irwin Canal Farm, Mandya (Jaggery Unit).
Senior Assistant Botanist, Paddy Breeding Section, Bangalore.
Fisheries Officer, Bangalore.
Assistant Director of Agriculture, Koleroga Unit, Shimoga.
Manager, Babbur Farm, Hiriyur.
Manager, Cattle Breeding Station, Ajjampur.
Agricultural Inspector, Bikli Experimental Farm, Hariharpur.
Manager, Coffee Experimental Station, Balehonnur.
Headmaster, Agricultural School, Somanahalli.
Headmaster, Ramakrishna Krishi Sala, Anekal.

XXI. Meteorological.

Meteorologist to Government, Bangalore.
Meteorological Observers.

XXII. Sericulture.

Superintendent of Sericulture in Mysore, Mysore.
Secretary, Board of Sericulture, Mysore.

XXIII. Horticulture.

Director of Horticulture, Bangalore.
Superintendent, Government Gardens, Bangalore.
Fruit Research Station, Hessarghatta.
Chief Marketing Officer, Bangalore.
Superintendent, Hill Stations, Bangalore.

XXIV. Veterinary.

Superintendent of Civil Veterinary and Live-Stock Department, Bangalore.
Superintendent, Serum Institute, Bangalore.
District Veterinary and Live-Stock Officers.

XXV. Military.

Chief Commandant, Mysore State Troops, Bangalore.
Commandant, Mysore Transport Corps, Bangalore.
Superintendent, Hessarghatta Grass Farm, Hessarghatta.
Superintendent, Government Stud Farm, Kunigal.

XXVI. Joint-Stock Companies.

Registrar of Joint-Stock Companies in Mysore, Bangalore.

XXVII. Museum.

Superintendent, Government Museum, Bangalore.

XXVIII. Miscellaneous.

Superintendent, Government Stationery Depot, Bangalore.
Superintendent, Government Printing, Bangalore.
Superintendent, Government Book Depot, Bangalore.
Assistant Superintendent, Government Branch Press, Mysore.
Organising Commissioner, Boy Scouts of Mysore, Bangalore.
Secretary, Girl Guides Association, Bangalore.
Commissioner for Workmen's Compensation, Bangalore.
Government Architect, Bangalore.
Census Superintendent in Mysore, Bangalore.
Director of Archæological Researches in Mysore, Mysore.
Veda Maha Patasala, Bangalore.

APPENDIX E.

(RULE 8)

Names of officers whose indents require countersignature.

Department	Office	Countersigning Officer.
Revenue ...	Assistant Commissioners and Sub-Division Officers.	Deputy Commissioners.
	Amildars, Deputy Amildars of Taluks and Sub-Taluks.	
	Land Acquisition Officer (Spl.)	
Survey ...	Assistant Superintendents of Survey, District Survey Officers	Superintendent of Land Records.
Forest ...	District Forest Officers, Working Plan Officer, (Officer in charge of Elephants) Game Preserves Officer.	Chief Conservator of Forests.
Income-tax ...	Assistant Commissioners of Income-tax, Bangalore and Mysore Cities and Sub-Divisions.	Special Deputy Commissioner of Income-tax or Deputy Commissioners of Districts.
Excise ...	District Excise Officers, Distillery Officers.	Deputy Commissioners.
Stamps ...	Superintendent of Stamps and Stamp Manufactory.	Commissioner of Stamps.
Palace ...	Government House, Superintendent, Fern Hill Palace.	Private Secretary to H. H. the Maharaja.
Accounts ...	District Treasury Officers ...	Deputy Commissioner in charge.
Muzrai ...	Vedamahapatasala, ...	Muzrai Commissioner.
Stationery and Printing.	Government Branch Press, Mysore.	Superintendent, Government Printing.
Judicial ...	Sub-Judges, Munsiffs, City Magistrates; First Class, Second Class and Third Class Magistrates' Courts including Bench and Village Munsiffs' Courts.	Registrar, High Court of Mysore.
Jail ...	District Jails and Lock-ups ...	District Magistrates.
Police ...	District Superintendents and Assistant Superintendents of Police including Reserve and Railway.	Inspector-General of Police.

APPENDIX E—*concld.*

Department	Office	Countersigning Officer
Medical ...	Superintendent, Medical Stores; Superintendent, Mental Hospital; District Medical Officers; Chemical Examiner, P.K.T.S., Mysore; E. D. Hospitals; Mysore, Bangalore and K. G. F. Medical Inspector of Schools.	Senior Surgeon.
Public Health ...	District Health Officers; Superintendent, Vaccine Institute; Officers in charge of Health Training Centres; Superintendent, Public Health Institute; Technical Officer, Vital Statistics.	Director of Public Health.
Education ...	Financial Assistant to the D. P. I; Deputy Directors of Public Instruction; District Educational Officers; Head Masters of High Schools; Head Mistresses of Girls' High Schools;	Director of Public Instruction in Mysore, Bangalore.
	Secretary, Local Examinations Boards.	
	Secretary, Commercial Examinations Board.	
	Assistant Inspectors of Education; Principals, Sanskrit Colleges.	
	Assistant Inspectresses of Hindustani Schools.	
Agriculture ...	Senior and Assistant Directors of Agriculture Agricultural Institutions. All other Subordinate Offices of the Department.	Director of Agriculture in Mysore, Bangalore.
Horticulture ...	Superintendent of Government Gardens; Superintendent, Government Museum.	Director of Horticulture.
Industries and Commerce.	Officers of the Sericulture Department.	Director of I. & C.
	All Subordinate Officers of the Department.	Do
Co-operation ...	Deputy and Assistant Registrars.	Registrar of Co-operative Societies.
Military ...	Cavalry and Infantry Units, Transport Corps, Hessarghatta Grass Farm, Stud Farm, Military Stores.	Chief Commandant
Palace ...	Superintendent, Fern Hills ...	Huzur Secretary.
Meteorological ...	Observers ...	Superintendent of Meteorology.

APPENDIX F.

(RULE 10)

List of departments and offices entitled to obtain stationery on payment (book adjustment).

1. Mysore University.
2. Mysore Government Life Insurance Department.
3. Electrical Department.
4. All Factories and Commercial concerns of the Industries and Commerce Department.
5. The Bhadravati Iron and Steel Works.

Miscellaneous Offices like.—

6. Palace.*
7. Education Department.†
8. Local Boards and Municipalities and such other offices and institutions as may be specially included.
9. Military Department.‡
10. Village Panchayet work in Taluk Offices and Record of Rights work in Taluk and Sub-Registry Offices.
11. Exhibition Committee.

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*For stationery supplied to the Huzur Secretary to His Highness the Maharaja.

†For stationery supplied for Local Examinations only.

‡This includes all offices of the Military Department except those mentioned in Appendix D.

APPENDIX G.

(RULE 13.)

List showing the names of nearest Railway Stations to which the packages of Stationery are booked.

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	KADUR DISTRICT.	
1	The Deputy Commissioner, Kadur District, Chikmagalur.	Chikmagalur Out Agency.
2	Do Excise Branch do ...	Do
3	Do Income-tax do ...	Do
4	The Assistant Commissioner do ...	Do
5	The Sub-Division Officer, Excise Branch do ...	Do
6	The District Magistrate, Kadur District do ...	Do
7	Do in-charge of Lock-ups do ...	Do
8	The Assistant Commissioner of Income-tax do ...	Do
9	The District Registrar, Kadur District do ...	Do
10	Do Forest Officer do ...	Do
11	The Asst. Comr., Tarikere Sub-Division; Tarikere ..	Tarikere Ry. Stn.
12	The Sub-Division Officer, Excise Branch do ...	Do
13	The Sub-Assistant Conservator of Forests, Government Sandal Koti and Timber Depot, Tarikere.	Do
14	The Income-tax Officer, Tarikere Sub-Division, Tarikere.	Do
15	The District Medical Officer, Kadur District, Chikmagalur.	Out Agency, Chikmagalur.
16	The Munsiff, Narasimharajapura ...	N. R. Pura
17	The Chairman, Debt Conciliation Board, Tarikere ...	Tarikere Ry. Stn.
18	Do do Chikmagalur ...	Chikmagalur Out Agency.
19	The Assistant Inspector of Urdu Education do ...	Do
20	Do of Education Kadur ...	Kadur Ry. Stn.
21	Do do Chikmagalur.	Out Agency
22	Do Narasimharajapura ...	N. R. Pura
23	The District Educational and E. E. Officer, Kadur District, Chikmagalur.	Chikmagalur Out Agency.
24	The Head Master, Government High School do ...	Do
25	The Supt. Govt. Industrial School, Chikmagalur ...	Do
26	The Assistant Sanitary Inspector, Malaria Control Unit, Sakrepatna.	Kadur Ry. Stn.
27	The Manager, Cattle Breeding Station, Ajjampur ...	Ajjampur Ry. Stn.
28	The Health Officer, Station for the Study of Malaria, Mudgere.	Kadur
29	The Tester of Weights and Measures, Kadur District, Chikmagalur.	Chikmagalur Out Agency.
30	The Chairman, Bench Magistrate's Court, Chikmagalur.	Do
31	The Munsiff, Chikmagalur ...	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	KADUR DISTRICT—*concld.*	
32	The Special Second Class Magistrate, Tarikere ...	Tarikere Ry. Stn.
33	Do First Class Magistrate and Sub-Judge, Chikmagalur.	Out Agency, Chikmagalur.
34	The Executive Engineer, Kadur Division, Chikmagalur.	Do
35	The Assistant Director of Agriculture do ...	Do
36	The Deputy Commissioner, Treasury Department, Chikmagalur.	Do
	CHITALDRUG DISTRICT.	
1	The Deputy Commissioner, Chitaldrug ...	Chitaldrug
2	Do Excise Branch, Chitaldrug ...	Do
3	Do Income tax do ...	Do
4	The Revenue Sub-Division Officer do ...	Do
5	The Assistant Commissioner, Davangere Sub-Division, Davangere.	Davangere
6	The Assistant Commissioner of Income-tax, Chitaldrug Sub-Division, Chitaldrug.	Chitaldrug
7	The District Treasury Officer, Chitaldrug ...	Do
8	The Income-tax Officer, Davangere ...	Davangere
9	The District Registrar, Chitaldrug District, Chitaldrug.	Chitaldrug
10	Do Medical Officer do ...	Do
11	The Deputy Commissioner, Rural Water Supply Section, Chitaldrug.	Do
12	The District Forest Officer do ...	Do
13	The Tester of Weights and Measures do ...	Do
14	The Executive Engineer do ...	Do
15	The Meteorological Observer do ...	Do
16	The Munsiff do ...	Do
17	The Munsiff, Davangere ...	Davangere
18	The First Class Magistrate, Davangere ...	Do
19	Do Chitaldrug ...	Chitaldrug
20	The Second Class Magistrate do ...	Do
21	The District Lock-up Officer do ...	Do
22	The Superintendent, Government Industrial School, Chitaldrug.	Do
23	The Assistant Inspector of Education, Davangere ...	Davangere
24	Do Urdu Education, Chitaldrug.	Chitaldrug
25	Do Education, Hosdurga ...	Hosdurga Road Ry. Stn.
26	Do do Challakere ...	Chitaldrug
27	Do do Chitaldrug ...	Do
28	The District Educational and Elementary Education Officer, Chitaldrug.	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	CHITALDRUG DISTRICT—*contd.*	
29	The Head Master, Government High School, Davangere.	Davangere
30	Do Chitaldrug.	Chitaldrug
31	The Health Officer, Malaria Station, Hiriyur ...	Do Ry. Stn.
32	The District Sanitary Officer, Chitaldrug ...	Do
33	The Manager, Babbur Farm, Hiriyur ...	Do
34	The Assistant Director of Agriculture, Chitaldrug ...	Do
35	The District Magistrate do ..	Do
36	The Assistant Sanitary Inspector, Guinea Worm Unit, Chitaldrug.	Do
37	The Executive Engineer, Chitaldrug (for the use of the New Parasuramapur Sub-Division.)	Do
	SHIMOGA DISTRICT.	
1	The Deputy Commissioner, Shimoga District, Shimoga.	Shimoga
2	Do Excise Branch do ...	Do
3	Do Income-tax do ...	Do
4	The District Treasury Officer do ...	Do
5	The Assistant Commissioner, Shimoga Sub-Division, Shimoga.	Do
6	Do of Income-tax do ...	Do
7	The District Magistrate, Shimoga Division do ...	Do
8	Do Registrar, Shimoga District do ...	Do
9	Do Forest Officer, Bhadravati do ...	Bhadravati
10	The Assistant Commissioner, Channagiri Sub-Division, Shimoga.	Do
11	The Assistant Commissioner, Sagar Sub-Division, Sagar.	Sagar
12	The District Magistrate, Bus Section, Shimoga ...	Shimoga
13	Do Forest Officer, Sagar ...	Sagar
14	The Conservator of Forests, Shimoga ...	Shimoga
15	The Executive Engineer, Anjanapur Division, Anjanapur.	Shimoga Ry. Stn.
16	The Sub-Division Officer, Income-tax Branch, Bhadravati.	Bhadravati
17	The Officer I/c of the Wood Preservation Plant do	Do
18	The District Forest Officer, Shimoga ...	Shimoga
19	The Officer I/c of Forest Training School ...	Do
20	For the use of the Officer I/c of War Board Supply, Shimoga.	Do
21	The Officer I/c of Government Saw Mills, Timber Depot and Sandal Koti, Shimoga.	Do
22	The Assistant Inspector of Education Shimoga ...	Do
23	Do Urdu Education ...	Do
24	Do Education, Shikarpur Range (Honnali)	Do
25	Do Tirthahalli. ...	Do

APPENEIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	SHIMOGA DISTRICT—*contd.*	
26	The Asst. Inspector of Kannada Education, Channagiri...	Holalkere
27	Do Sagar Range, Sagar ...	Sagar
28	The Head Master, Government High School, Shimoga...	Shimoga
29	The Superintendent, Intermediate College do ...	Do
30	The District Educational Officer do ...	Do
31	The Superintendent, Govt. Industrial School, Shimoga.	Do
32	The Superintendent, Government Industrial School, Sagar.	Sagar
33	The Special First Class Magistrate, Shimoga ...	Shimoga
34	The District Judge do ...	Do
35	The Special First Class Magistrate, Sagar ...	Sagar
36	The Munsiff, Shimoga ...	Shimoga
37	The Special Second Class Magistrate, Shimoga ...	Do
38	The Superintendent, Sub-Jail do ...	Do
39	The Munsiff, Sagar ...	Sagar
40	The Public Prosecutor, Shimoga ...	Shimoga
41	The Chairman, Debt Conciliation Board, Sagar ...	Sagar
42	The Deputy Commissioner, Rural Water Supply Section, Shimoga.	Shimoga
43	The Asst. Registrar of Co-operative Societies do ...	Do
44	The Superintendent of Industries do ...	Do
45	The Health Officer, Jog Falls Malaria Unit, Jog ...	Talaguppa Ry. Stn.
46	The District Health Officer, Shimoga ...	Shimoga
47	The Superintendent, Power and Lighting, Bhadravati.	Bhadravati
48	The Purchase Officer, Mysore Iron and Steel Works, Bhadravati.	Do
49	The Executive Engineer, Jog Falls Project, Hirebhasgar.	Talaguppa Ry. Stn.
50	The Assistant Director of Agriculture, Shimoga ...	Shimoga
51	The Assistant Director of Agriculture, (for the use of Koleroga Section).	Do
52	The Executive Engineer, Shimoga Division, Shimoga ...	Do
53	The Superintending Engineer, Shimoga Circle, do ...	Do
54	The Executive Engineer, Jog Falls Project, Jog ...	Talaguppa Ry. Stn.
55	The Superintending Engineer, Jog Falls Project, Hirebhasgar.	Do
	HASSAN DISTRICT.	
1	The Deputy Commissioner, Hassan District, Hassan ...	Hassan
2	Do Treasury Department do ...	Do
3	Do Excise Branch do ...	Do
4	Do of Income-tax do ...	Do
5	Do Tester of Weights and Measures, Hassan.	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	HASSAN DISTRICT—*concld.*	
6	The Deputy Commissioner I/c of Lock-ups, Hassan ...	Hassan
7	The Sub-Division Officer, Hassan Sub-Division do ...	Do
8	Do Excise Branch do ...	Do
9	Do do Saklespur.	Hassan Ry. Stn.
10	The Assistant Commissioner of Income-tax do ...	Do
11	The Income-tax Officer, Hassan ...	Do
12	The Health Officer, Malaria Control Unit, Belur ...	Do
13	The Executive Engineer, Hassan ...	Do
14	Do Project Section, No. II, Hassan.	Do
15	The Superintendent, Government Industrial School, Hassan.	Do
16	The Warden, Adikarnataka High School Hostel do ...	Do
17	The District Education Officer do ...	Do
18	The Head Master, Government High School do ...	Do
19	The Assistant Inspector of Education do ...	Do
20	Do Urdu Education do ...	Do
21	Do Education, Saklespur ...	Do
22	Do do Hole-Narsipur ...	Hole-Narsipur Ry. Stn.
23	Do Arsikere ...	Arsikere Ry. Stn.
24	The Munsiff, Hassan ...	Hassan do
25	Do Hole-Narsipur ...	Hole-Narsipur Ry. Stn.
26	The Munsiff Magistrate (*Ex-Officio* 1st Class Magistrate, Hassan.	Hassan Ry. Stn.
27	The District Magistrate do ...	Do
28	The Special First Class Magistrate do ...	Do
29	The *Ex-Officio* Special First Class Magistrate, Saklespur.	Do
30	The Chairman, Bench of Magistrates, Hassan ...	Do
31	Do Arsikere ...	Arsikere Ry. Stn.
32	Do Channarayapatna.	Hassan do
33	Do Saklespur ...	Do
34	The District Medical Officer, Hassan ...	Do
35	The District Medical and Sanitary Officer, Hassan ...	Do
36	The District Forest Officer do ...	Do
37	The Meteorological Observer do ...	Do
38	The Assistant Registrar of Co-operative Societies do ...	Do
39	The District Registrar do ...	Do
40	The Senior Asst. to the Director of Agriculture do ...	Do
	TUMKUR DISTRICT.	
1	The Assistant Commissioner, Excise Branch, Tumkur.	Tumkur
2	The Superintendent, Intermediate College do ...	Do

APPENDIX G.-- *contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	TUMKUR DISTRICT—*contd.*	
3	The Deputy Commissioner, Tumkur District, Tumkur ...	Tumkur
4	Do Treasury Department do ...	
5	The Superintendent, Government Stud Farm, Kunigal ...	Tumkur Ry. Stn.
6	The Deputy Commissioner I/c of Lock-ups, Tumkur ...	Do
7	Do Excise Branch do ...	Do
8	The Sub-Division Officer, Excise Branch, Gubbi Sub-Division.	Do
9	The Sub-Division Officer, Tumkur Sub-Division ...	Do
10	The Assistant Commissioner, Gubbi Sub-Division ...	Do
11	Do Excise Branch, Madhugiri ...	Do
12	Do Madhugiri Sub-Division ...	Do
13	The Munsiff, Madhugiri	Do
14	The Head Master, Government High School, Tiptur ...	Tiptur
15	Do do Madhugiri ...	Tumkur Ry. Stn.
16	Do do Tumkur ...	Do
17	The Head Mistress, Empress Girls' High School, Tumkur	Do
18	The Head Master, District Normal School do ...	Do
19	The Deputy Commissioner of Income-tax do ...	Do
20	The Income-tax Officer, Tumkur Sub-Division do ...	Do
21	Do Gubbi do ...	Do
22	The District Education Officer, Tumkur ...	Do
23	The Head Master, S. K. V. D. Patasala, Chikkanhalli, Sira Taluk.	Do
24	The Assistant Inspector of Education, Tiptur Range, Tiptur.	Tiptur do
25	The Assistant Inspector of Education, Gubbi Range, Gubbi.	Gubbi do
26	The Tester of Weights & Measures (Office of the Deputy Commissioner, Tumkur).	Tumkur do
27	The Deputy Commissioner, Rural Water Supply Section, Tumkur.	Do
28	The Chairman, Debt Conciliation Board, Madhugiri ...	Do
29	The Assistant Inspector of Education, Sira Range, Sira	Do
30	Do Madhugiri Range, Madhugiri.	Do
31	The Assistant Inspector of Kannada Education, Tumkur	Do
32	Do Urdu do do	Do
33	The First Munsiff, Tumkur	Do
34	The Second Munsiff do	Do
35	The Special First Class Magistrate, Madhugiri ..	Do
36	The First Magistrate, Tumkur	Do
37	The Special First Class Magistrate, Tiptur ...	Tiptur Ry. Stn.
38	The District Magistrate, Bus Section, Tumkur ...	Tumkur
39	The Second Magistrate, Tumkur	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	TUMKUR DISTRICT—*contd.*	
40	The District Magistrate, Tumkur	Tumkur
41	The Executive Engineer do	Do
42	The District Forest Officer, Tumkur ...	Do
43	The District Medical Officer do	Do
44	The District Registrar do	Do
45	The Assistant Registrar of Co-operative Societies, Tumkur.	Do
46	The District Sanitary Officer, Tumkur ...	Do
47	The Executive Engineer, Marconahalli Reservoir Division, Marconahalli.	Do
48	The Assistant Director of Agriculture, Tumkur ...	Do
	KOLAR DISTRICT.	
1	The Deputy Commissioner, Kolar ...	Kolar
2	Do Excise Branch, Kolar ...	Do
3	Do Income-tax do ...	Do
4	Do Lock-ups do ...	Do
5	The Sub-Division Officer, Kolar ...	Do
6	The Income-tax Officer, Kolar Sub-Division do ...	Do
7	The District Registrar, Kolar ...	Do
8	The Income-tax Officer, Chikballapur ...	Chikballapur
9	Do Champion Reefs ...	Champion Reefs
10	The Tester of Weights and Measures, K. G. F. ...	K. G. F.
11	The Chief Inspector of Mines and Explosives, Oorgaum	Oorgaum
12	The Senior Assistant Commissioner, Chikballapur ...	Chikballapur
13	The Deputy Commissioner, Treasury Department, Kolar	Kolar Ry. Stn.
14	The Second Magistrate, Kolar	Do
15	The Munsiff, Chikballapur	Chikballapur
16	Do Kolar	Kolar Ry. Stn.
17	The Munsiff-Magistrate, Robertsonpet ...	Champion Reefs
18	The First Magistrate and Additional Sub-Judge, Kolar...	Kolar
19	The Special First Class Magistrate, Kolar Gold Field ...	Champion Reefs
20	Do Chikballapur ...	Chikballapur
21	The District Magistrate, Bus Section, Kolar ..	Kolar
22	The Chairman, Bench Magistrates' Court, Chintamani...	Chintamani
23	Do Malur ...	Malur
24	Do Mulbagal ...	Bowringpet or Kolar
25	The District Superintendent of Police, Detective Department, Oorgaum.	Oorgaum
26	The Warden, Adi-Dravida Hostel, Kolar ...	Kolar
27	The District Sanitary Officer, Kolar District, Kolar ...	Do
28	The Officer-in-charge, Maternity Hospital, Robertsonpet	Oorgaum
29	The District Medical Officer, Kolar Gold Field ...	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked.
	KOLAR DISTRICT—*concld.*	
30	The Chairman, Debt Conciliation Board, Chikballapur...	Chikballapur
31	The Deputy Commissioner, Rural Water Supply Section, Kolar.	Kolar
32	The District Medical Officer, Kolar ...	Do
33	The District Forest Officer do ...	Do
34	The Superintendent, Power and Lighting, Champion Reefs.	Champion Reefs
35	The Executive Engineer, Kolar ...	Kolar
36	The Assistant Director of Agriculture, Kolar ...	Do
37	The Manager, Kolar Wool Spinning Centre, Kolar ...	Do
38	The Superintendent, Government Weaving School, Gudibanda.	Goribidnur Ry. Stn.
39	The District Education Officer, Kolar District, Kolar ...	Kolar
40	The Head Master, Government High School, Chikballapur.	Chikballapur
41	Do do Kolar ...	Kolar
42	The Assistant Inspector of Education, Bowringpet ...	Bowringpet
43	Do Chintamani ...	Chintamani
44	Do Kolar ...	Kolar
45	Do Chikballapur ...	Chikballapur
46	The Assistant Inspector of Urdu Education, Kolar ...	Kolar.
47	The Commissioner for Workmen's Compensation, Champion Reefs.	K. G. F. or Champion Reefs.
	MYSORE DISTRICT.	
1	The Deputy Commissioner, Mysore District, Mysore ...	Mysore
2	The Registrar, Mysore University do ...	Do
3	The Assistant Engineer, Headquarters Range do ...	Do
4	The Director of Sandalwood Oil Factory do ...	Do
5	The District Forest Officer do ...	Do
6	The Revenue Sub-Division Officer do ...	Do
7	The Public Prosecutor do ...	Do
8	The Head Mistress, Maharani's High School do ...	Do
9	Do Zenana Normal School do ...	Do
10	The District Treasury Officer do ...	Do
11	The Assistant Commissioner, Nanjangud Sub-Division, Nanjangud.	Nanjangud
12	The Head Master, Government Marimallappa's High School, Mysore.	Mysore
13	The Assistant Inspector of Education, City Range, Mysore.	Do
14	The Executive Engineer, Lower Channels Division, Mysore.	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	MYSORE DISTRICT—*contd.*	
15	The Lady Medical Officer, Cheluvamba Hospital, Mysore	Mysore.
16	The Medical Officer, Princess Krishnajammanni Tuberculosis Sanatorium, Mysore.	Do
17	The Medical Officer, Epidemic Diseases Hospital, Mysore.	Do
18	The Assistant Inspector of Urdu Education, Mysore ...	Do
19	Do Education, Hunsur ...	Krishnarajnagar Ry. Stn.
20	The Superintending Engineer, Mysore ...	Mysore
21	The Executive Engineer, Krishnarajsagar Division, Krishnarajsagar.	K. R. Sagar
22	The Superintendent, Maharani's Women's Training College, Mysore.	Mysore
23	The Second Munsiff, Mysore ...	Do
24	The Special First Class Magistrate, Nanjangud ...	Nanjangud
25	Do Mysore ...	Mysore
26	The District and Sessions Judge do ...	Do
27	The First Munsiff do ...	Do
28	The Munsiff, Hunsur ...	K. R. S. Ry. Stn.
29	The Deputy Director of Public Instruction, Mysore ...	Mysore.
30	The Officer I/c of the Station for the Study of Malaria, Nagenahalli.	Mysore Ry. Stn.
31	The Deputy Commissioner, Excise Branch, Mysore ...	Do
32	The City Magistrate, Mysore ...	Do
33	The Officer I/c of Game and Tiger Preserves, Mysore ...	Do
34	The District Medical Officer, Mysore ...	Do
35	The Medical Inspector of Schools, Mysore ...	Do
36	The Assistant Inspector of Education, Chamarajnagar	Chamarajnagar Ry. Station.
37	Do do Nanjangud ...	Nanjangud.
38	The District Education Officer, Mysore ...	Mysore.
39	The Principal, Government Training College, Mysore ...	Do
40	The Head Master, Government High School, Nanjangud.	Nanjangud, Belagola Ry. Stn.
41	The Superintending Engineer, Irrigation Circle, Krishnarajasagar Works.	
42	The Head Master, Maharaja's High School, Mysore ...	Mysore.
43	The Principal, Government Ayurvedic and Unani College, Mysore.	Do
44	The Commandant, III Battalion., M.I., Mysore ...	Do
45	The Assistant Inspectress of Urdu Girls' Schools, Mysore	Do
46	The Special Land Acquisition Officer, Krishnarajasagar	K. R. S.
47	The Superintendent, Government House, Mysore ...	Mysore
48	The Meteorological Observer, Mysore ...	Do

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments ofstationery are to be booked
	MYSORE DISTRICT—*contd.*	
49	The Health Officer, Mysore ...	Mysore.
50	The Assistant Superintendent, Government Branch Press, Mysore.	Do
51	The Director of Archæological Researches, Mysore ...	Do
52	The Principal, Maharaja's College, Mysore ...	Do
53	The Curator, Government Oriental Library, Mysore ...	Do
54	The University Librarian, Mysore ...	Do
55	The Superintendent, Chamarajendra Technical Institute, Mysore.	Do
56	The Principal, Maharaja's Sanskrit College, Mysore ...	Do
57	The Secretary, Board of Sanskrit Studies and Examinations.	Do
58	The Secretary, Government Central Adikarnataka Institute.	Do
59	The District Registrar, Mysore District, Mysore ...	Do
60	The Income-tax Officer, Mysore ...	Do
61	The Income-tax Officer, Nanjangud ...	Nanjangud.
62	The Assistant Director of Agriculture, Mysore ...	Mysore.
63	The Commandant, Mysore Horse do ...	Do
64	Do Rifle Range Section do ...	Do
65	The Munsiff-Magistrate, Hunsur ...	K. R. S. Ry. Stn.
66	The Principal, Medical College, Mysore ...	Mysore.
67	The Superintendent, Intermediate College, Mysore ...	Do
68	The Assistant Registrar of Co-operative Societies ...	Do
69	The Superintendent, New Silk Weaving Factory, Mysore.	Do
70	The Officer I/c of Bitumen Emulsion Section, Mysore ...	Do
71	The Editor, 'Prabudha Karnataka' Office do ...	Do
72	The Medical Officer I/c, Krishnarajendra Hospital ...	Do
73	The General Superintendent, Generating Stations, Sivasamudram.	Maddur Ry. Stn.
74	The Executive Engineer, Mysore ...	Mysore.
75	The Superintendent, Power and Lighting, Mysore ...	Do
76	The Second City Magistrate, Mysore ...	Do
77	The Secretary, Board of Sericulture, Mysore ...	Do
78	The Superintendent of Sericulture do ...	Do
79	The Head Master, School for the Deaf and Blind Boys, Mysore.	Do
80	The Superintendent of Police (for the use of the Tester of Weights and Measures, Mysore).	Do
81	The Secretary, Dasara Exhibition Committee, Mysore.	Do
82	The Deputy Commissioner of Income-tax do ...	Do
83	The Tester of Weights and Measures, Kasaba Police Station, Mysore.	Do

APPENDIX G.—*contd.*

Sl No.	Name of office	Railway station to which consignments of stationery are to be booked
	MYSORE DISTRICT—*concld.*	
84	The Deputy Commissioner, Rural Water Works Police Station, Mysore.	Mysore.
85	The Manager, Badanval Spinning Circle, Badanval ...	Nanjangud Ry. Stn.
86	The Superintendent, Sri Chamarajendra Technological Workshop, Mysore.	Mysore.
87	The Sub-Assistant Conservator of Forests I/c of Sandal Koti and Wood Yard, Mysore.	Do
88	The Inspector of Factories and Boilers, Mysore ...	Do
89	The Tester of Weights and Measures, Devaraj Market, Mysore.	Do
90	The Superintendent, Government Central Adi-Karnataka School, Mysore.	Do
91	The Superintendent, Mysore Jail ...	Do
92	Do Vani Vilas Water Works (for the use of Meter Sections, Mysore).	Do
93	The Executive Engineer, Tarring Sub-Division ...	Do
94	The Agricultural Inspector, Paddy Breeding Station, Nagenhalli.	Mysore Ry. Stn.
95	The Health Officer, Rural Health Centre, Periyapatna...	Do
96	The Executive Engineer, K.R.S. Division (for the use of the newly formed Mandagere Sub-Division) ...	Belagola Ry. Stn.
97	The Assistant Commissioner of Labour, Mysore ...	Mysore.
98	The Assistant Inspector of Education, Gundlupet ...	Out Agency.
	MANDYA DISTRICT.	
1	The Deputy Commissioner, Mandya ...	Mandya.
2	The Deputy Commissioner, Treasury Department, Mandya.	Do
3	The Deputy Commissioner, Excise Branch, Mandya ...	Do
4	The Deputy Commissioner, Rural Water Supply Section, Mandya.	Do
5	The Sub-Division Officer, Excise Branch, French-Rocks.	French-Rocks.
6	The Income-tax Officer, French-Rocks Sub-Division ...	Do
7	Do Mandya ...	Mandya.
8	The Sub-Division Officer, French-Rocks Sub-Division, French-Rocks.	French-Rocks.
9	The Sub-Division Officer, Excise Branch, Mandya ...	Mandya.
10	Do Mandya Sub-Division, Mandya	Do
11	The Registrar, Mandya District, Mandya ...	Do
12	The Assistant Inspector of Education, Krishnarajpet ...	French-Rocks.
13	Do do Mandya ...	Mandya.
14	Do do Malvalli ...	Maddur Ry. Stn.

APPENDIX G.—*contd.*

Sl. No.	Name of office	Railway station to which consignments of stationery are to be booked
	MANDYA DISTRICT—*concld.*	
15	The District Education Officer, Mandya ...	Mandya.
16	The Superintendent, Irwin Canal Farm (for the use of Jaggery Boiling Unit), Mandya.	Do
17	The Superintendent, Irwin Canal Farm, Mandya ...	Do
18	The Chemist, Active Carbon Unit (Irwin Canal Farm), Mandya.	Do
19	The Head Master, Agricultural School, Somanahalli ...	Do
20	The Assistant Director of Agriculture, Mandya	Do
21	The District Magistrate, Mandya (for the use of the Lock-ups of Mandya and Seringapatam).	Seringapatam.
22	The Special First Class Magistrate, Mandya ...	Mandya.
23	The Munsiff, Seringapatam ...	Seringapatam.
24	The Special First Class Magistrate, Seringapatam ...	Do
25	The Munsiff, Mandya ...	Mandya.
26	The Chairman, Debt Conciliation Board, Nagamangala .	French-Rocks.
27	The Officer I/c, Distillery and Transport Arrangements...	Mandya.
28	The Health Officer, Rural Health Unit, Mandya ...	Do
29	The Special Land Acquisition Officer do ...	Do
30	The District Medical Officer do ...	Do
31	The Health Officer, Malaria Control Unit, Mandya ...	Do
32	The General Superintendent of Generation, Shimshapura (for the use of the Superintendent, Shimsha New Project).	Maddur.
33	The Executive Engineer, Irwin Canal Division (for the use of No. 4 Project Division), Mandya.	Mandya.
34	The Executive Engineer, Irwin Canal Division (for the use of No. 3 and 5 Divisions), Mandya ...	Do Do
35	The Executive Engineer, Irwin Canal Division, Mandya.	Do
36	The Executive Engineer, Mandya Division ...	Do
37	The Executive Engineer, Irwin Canal Construction Division, Mandya.	Do
38	The Assistant Engineer, Malaria Committee, Mandya ...	Do
	BANGALORE DISTRICT.	
1	The Assistant Commissioner, Dodballapur ...	Dodballapur Ry. Stn.
2	The Assistant Commissioner, Closepet ...	Closepet
3	The Munsiff do ...	Do
4	The Munsiff, Dodballapur ...	Dodballapur
5	Chairman, Bench Magistrates' Court, Devanhalli ...	Devanhalli
6	Do Nelamangala ...	Gollahalli Ry. Stn.
7	Do Hoskote ...	White Field Ry. Stn.
8	The Superintendent, Government Industrial School, Channapatna.	Channapatna

APPENDIX G.—*contd.*

No. Sl.	Name of office	Railway station to which consignments of stationery are to be booked
	BANGALORE DISTRICT—*concld.*	
9	The Superintendent, Government Industrial School, Nelamangala.	Gollahalli Ry. Stn.
10	The Health Officer, Health Training Centre, Closepet ...	Closepet
11	The Special First Class Magistrate do	Do
12	The Sub-Division Officer, Income-tax Branch do ...	Do
13	The Head Master, Govt. High School, Channapatna ..	Channapatna
14	The Assistant Inspector of Education, Dodballapur ...	Dodballapur
15	Do Channapatna ...	Channapatna
16	Do Nelamangala ...	Gollahalli
17	The Superintendent, Government Weaving School, Dodballapur	Dodballapur
18	The Supt. Hessarghatta Grass Farm, Hessarghatta ...	Chikbanavar Ry. Stn.
19	The Manager, Rural Welfare Centre, Closepet ...	Closepet
20	The Superintendent, Power and Lighting, Kankanhalli	Do
21	The Superintendent, Fruit Research Station, Hessarghatta	Chikbanavar
22	The Chairman, Debt Conciliation Board, Devanhalli ...	Devanhalli
23	The Manager, Rural Welfare Centre, Dodballapur ...	Dodballapur
24	The Special Land Acquisition Officer, Closepet ...	Closepet
25	The Health Officer, Health Training Centre, Closepet....	Do
26	The Executive Engineer, Kanva Project Division, Channapatna.	Channapatna
27	The Head Mistress, Zanana House Industries Institute	Do
	LIST OF TALUK OFFICES	
	(BANGALORE.)	
1	The Amildar, Hoskote Taluk ...	White Field Ry. Stn
2	Do Dodballapur ,, ...	Dodballapur
3	Do Nelamangala ,, ...	Gollahalli
4	Do Kankanhalli ,, ...	Closepet
5	Do Magadi ,, ...	Local delivery
6	Do Channapatna ,, ...	Channapatna
7	Do Devanhalli ,, ...	Devanhalli
8	Do Closepet ,, ...	Closepet
9	Do Anekal ,, ...	Local delivery
	(KOLAR.)	
1	The Amildar, Kolar Taluk ...	Kolar
2	Do Bowringpet ,, ...	Bowringpet
3	Do Chintamani ,, ...	Chintamani
4	Do Mulbagal ,, ...	Bowringpet
5	Do Sidlaghatta ,, ...	Sidlaghatta
6	Do Chikballapur ,, ...	Chikballapur
7	Do Bagepalli ,, ...	Do

APPENDIX G.—*contd.*

No. Sl.	Name of office	Railway station to which consignments of stationery are to be booked
	KOLAR—*concld.*	
9	The Amildar, Goribidnur Taluk ...	Goribidnur
8	Do Malur „ ...	Malur
10	Do Srinivaspur „ ...	Srinivaspur
11	Do Gndibanda „ ...	Goribidnur Ry. Stn.
	(TUMKUR.)	
1	The Amildar, Tumkur Taluk ...	Tumkur
2	Do Madhugiri „ ...	Tumkur Ry. Stn.
3	Do Chiknayakanhalli Taluk ...	Banasandra „
4	Do Sira Taluk ...	Tumkur „
5	Do Gubbi „ ...	Gubbi „
6	Do Tiptur „ ...	Tiptur „
7	Do Pavagada Taluk ...	Hindupur „
8	Do Kunigal „ ...	Tumkur „
9	Do Koratagere „ ...	Do „
10	Do Turvekere „ ...	Banasandra „
	(MYSORE.)	
1	The Amildar, Mysore Taluk ...	Mysore
2	Do Chamarajanagar Taluk ...	Chamarajanagar
3	Do Hunsur „ ...	Krishnarajanagar
4	Do Krishnarajanagar „ ...	Do
5	Do Heggaddevankote „ ...	Mysore Ry. Stn.
6	Do Gundlupet „ ...	Gundlupet Out Agency.
7	Do Nanjangud „ ...	Nanjangud
8	Do T.-Narsipur „ ...	Mysore Ry. Stn.
9	Do Periyapatna „ ...	Do
	(MANDYA.)	
1	The Amildar, Mandya Taluk ...	Mandya
2	Do Seringapatam „ ...	Seringapatam
3	Do Malvalli „ ...	Maddur Ry. Stn.
4	Do Krishnarajapet „ ...	French-Rocks
5	Do Nagamangala „ ...	Do
6	Do Maddur „ ...	Maddur
7	Do French-Rocks „ ...	French-Rocks
8	Do Maddur Taluk for the use of the Special Establishment of Irwin Canal Section.	Maddur
9	Do Irwin Canal Section ...	Maddur Ry. Stn.
10	Do French-Rocks Taluk (for the use of Irwin Canal Section Clerk)	Mandya Ry. Stn.
11	Do Mandya Taluk (for the use of the Special Establishment of Irwin Canal Section)	Do

APPENDIX G.—*concld.*

Sl. No	Name of office	Railway station to which consignments of stationery are to be booked.
	(HASSAN.)	
1	The Amildar, Hassan Taluk ...	Hassan
2	Do Manjarabad ,, ...	Hassan Ry. Stn.
3	Do Arkalgud ,, ...	Hole-Narsipur Ry. Stn.
4	Do Belur ,, ...	Hassan Ry. Stn.
5	Do Channarayapatna Taluk ...	Do
6	Do Arsikere ,, ...	Arsikere
7	Do Hole-Narsipur ,, ...	Hole-Narsipur
8	Do Alur ,, ...	Hassan Ry. Stn.
	(SHIMOGA.)	
1	The Amildar, Shimoga Taluk ...	Shimoga
2	Do Honnali ,, ...	Shimoga Ry. Stn.
3	Do Tirthahalli ,, ...	Do
4	Do Sorab ,, ...	C/o Amildar, Sagar
5	Do Channagiri ,, ...	Holalkere Ry. Stn.
6	Do Shikarpur ,, ...	Shimoga Ry Stn.
7	Do Kumsi ,, ...	Kumsi do
8	Do Sagar ,, ...	Sagar do
9	Do Hosnagar ,, ...	Arasalu do
	(KADUR.)	
1	The Amildar, Chikmagalur Taluk ...	Chikmagalur Out Agency.
2	Do Kadur ,, ...	Kadur
3	Do Tarikere ,, ...	Tarikere Ry. Stn.
4	Do Koppa ,, ...	Narasimharajapura Ry. Stn.
5	Do Mudgere ,, ...	Kadur Ry. Stn.
6	Do Narasimharajpura Taluk ...	N. R. Pura Ry. Stn.
	(CHITALDRUG.)	
1	The Amildar, Chitaldrug Taluk ...	Chitaldrug
2	Do Holalkere ,, ...	Do Ry. Stn.
3	Do Hiriyur ,, ...	Do do
4	Do Davangere ,, ...	Davangere
5	Do Molakalmuru ,, ...	Rayadurga Ry. Stn.
6	Do Jagalur ,, ...	Davangere
7	Do Hosdurga ,, ...	Hosdurga Road Ry. Stn.
8	Do Harihar ,, ...	Harihar Ry. Stn.
9	Do Challakere ,, ...	Holalker do

APPENDIX H.

(RULES 9, 16 AND 26.)

Rotation List of supplies of Stationery Articles bythe Stationery Depot.

No.	Offices supplied	Latest date of receipt of indent in the Stationery Office	Latest date of passing and sending it to stores	Latest date of despatch of stationery from the stores	Period for which the stationery supplied has to be used
1	Kadur District—All Offices ...	31st May	15th June	15th July	July to June
2	Chitaldrug District do ...	30th June	Do July	Do August	August to July
3	Shimoga do do ...	31st July	Do August	Do September	September to August
4	Hassan do do ...	31st August	Do September	Do October	October to September
5	Tumkur do do ...	30th September	Do October	Do November	November to October
6	Kolar do do ...	31st October	Do November	Do December	December to November
7	Mandya do do ...	30th November	Do December	Do January	January to December
8	Mysore do do ...	31st December	Do January	Do February	February to January
9	Bangalore.—All mofussil offices, Offices of Heads of Departments in Bangalore City, G.R.S., and allied offices.	31st January	Do February	Do March	March to February
10	All other offices in Bangalore City (Local) ...	15th February	28th February	15th April	April and May to March and April.
11	All Taluk Offices	31st March	15th April	15th June	June to May

APPENDIX I.

(RULE 20.)

List of stationery articles issued on fixed scale.

Sl. No.	Name of the article	Period	Gazetted Officers or Heads of Offices	Managers, etc., Auditors and Accountants	Clerks	Mutchis
1	Black lead pencils ...	Annual	4	3	3	2
2	Coloured pencils ...	Do	2	....	...	...
3	Black ink powder ...	Do	3 packets to each person	...	...	...
4	Red do ...	Do	1 packet do	...	...	...
5	Pen-holders ...	Do	2	2	2	1
6	Nibs ...	Per month	6	4	4	3
7	Blotting paper ...	Do	2 sheets	1 sheet	1 sheet	1 sheet

N.B.—(1) Black and red ink powders should not be issued to each individual but the required ink should be prepared by the office Mutchi and served out.

(2) These articles will be supplied only according to the prescribed scale and while this scale should not be exceeded in issuing them, economy is expected to be effected as far as possible.

APPENDIX J.

(RULE 20.)

List of stationery articles issued at stated intervals.

Articles	Minimum number of years for which the articles are issued	Scale	Remarks
1. Blotting pad	One year	For each Gazetted Officer.	Amildars to be supplied once in two years at one each.
2. India rubber piece.	Two years	One per man	
3. Pen-knives...	Four years	One for each Gazetted Officer.	
4. Scissors ...	Do	One for each Gazetted Officer.	
5. Green baize	Do	Two yards for each Gazetted Officer.	Amildars to be supplied once in six years.
6. Ink glasses...	Five years	Two per man	
7. Officer's ink-stand.	Once for all	One for each Gazetted Officer.	
8. Candle stand with globe.	Four years	Four (maximum) per Office.	
9. Finger print plates.	Five ,,	One to each office	
10. Saucer sets	Two ,,	The required number	To be supplied to the Engineering, Railway and other Departments requiring them.
11. Artist's glasses.	Do	Do	Do
12. Bakelite Ink-stand.	Once for all	One for each Official.	All Offices.

APPENDIX K.

(RULE 21.)

List of stationery articles which are not consumed by use and may ordinarily be used for an indefinite period.

Sl. No.	Name	Scale
1	Wooden or Bakelite Ink stands ...	One to each official.
2	Paper weights	Two for each Gazetted Officer.
3	Rulers	One for every 6 clerks.

Note to Appendices J and K:—

(1) Four pairs of scissors and four pen-knives to each of the Secretariat, the High Court and the Comptroller to be supplied as these have several sections.

(2) All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

(3) All old and unserviceable articles should be returned to the Stationery Depot for being exchanged for new ones.

APPENDIX L.

(RULE 25.)

Standing list of stationery articles to be supplied to the office of the.....

DETAILS OF SANCTIONED ESTABLISHMENT.

1.	Number of Gazetted Officers.	
2.	Number of clerks entitled to the supply of stationery as per details opposite.	Clerks..... Accountants..... Mutchis..... Executive Officers..... ...
3.	Temporary Establishment if any (with period of sanction)	

No.	Description of articles	Average of the supply made during the past 3 years			Quantity fixed for future supply			Remarks
1	2	3			4			5
		Reams	Qrs.	Sh.	Reams	Qrs.	Sh.	

Supply complied with 194 —4 .)
194 —4 .
194 —4 .
194 —4 . } For ten years.
194 —4 .
194 —4 .
194 —4 .)

APPENDIX M.

Account of Receipts of Stationery in the Office of.....during the year 19 —19

Date	Sources of receipts	Writing and drafting papers											
		1 M. M. Foolscap	2 T. W. paper, thick	3 T. W. paper, thin	4 T. W. carbon paper	5 Memorandum	6 Note paper	7 Combined envelopes	8 Cream wove Fools cap, 10 lbs. (Draft)	9 Blotting paper	10 Brown Cartridge	11 Badamy Demy
		Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.

Miscellaneous articles																										
12 Printing Foolscap book	13 Quarto book	14 Octavo book	15 File book	16 Needles	17 White tape	18 Thread white	19 Sealing wax	20 Candles	21 Steel pen nibs	22 Holders	23 Black ink powder	24 Red ink powder	25 Black-lead pencils	26 Coloured pencils	27 Blotting pad	28 India rubber	29 Pen-knives	30 Scissors	31 Green baize	32 Glass ink bottles	33 Screw top Glass ink-bottles	34 Finger-printing apparatus	35 Ruler	36 T. W. Ribbons	37 Officer's ink-stand	38 Wooden ink-stands	39
No.	No.	No.	No.	No.	Skeins	Reels	Sticks	No.	No.	No.	Pack	Pack	No.	No.	No.	No.	No.	No.	Yds.	No.	No.	No.	No.	No.	No.	No.	No.

WD 4369—GPB—750—8-10-42.

8

RULES

RELATING TO SUPPLY, STOCK AND ACCOUNTING OF FORMS

Govt. Order No. A. F. 6321-4—P. & S. 44-40-4, dated 15th May 1942

BANGALORE:
PRINTED BY THE SUPERINTENDENT AT THE GOVT. PRESS
1942

RULES RELATING TO SUPPLY, STOCK AND ACCOUNTING OF FORMS.

DEFINITION.

1. (*a*) *Forms* include any printed work in which additional matter has to be filled in, in ink or pencil; also labels, envelopes, "flags," and bound registers, if printed, colour-embossed or ruled and blank circulars, etc., which are used regularly by the indenting offices. Forms may, subject to these rules, be printed when it is more economical to resort to printing than to employ clerical labour, or when returns or forms have to be submitted to Government by departments in print.

(*b*) *Standard Lists.*—These contain the details of forms used in each department including financial and common forms with full particulars of size, number of pages in each register, nature of binding, period of supply and maximum quantity to be supplied.

GENERAL AND STANDARDIZED FORMS.

2. *Classification.*—Forms are grouped into the following classes:—

(*a*) *Standard Forms.*—

(i) *Standardised Stock Forms.—General or "Common"*, *i.e.*, common to departments or offices and contained in Appendix A, Financial forms included in M. C. A. C., Vol. I, for supply on indents to certain offices as units of consumption or for further distribution where necessary.

(ii) *Standardised Departmental:* Special to one or more departments or offices, arranged in groups according to their nature, and supplied on indents as class (i) above.

(*b*) *Standard Temporary.*—Such as Record of Rights, Cattle Census, Weaving Demonstration work, etc., the necessity for which cannot be foreseen at the

time when the annual indents are prepared and in regard to which the period during which they will be required is not known. These are supplied on special indents as required.

(*c*) *Special.*—Forms which for departmental reasons have been excluded from the above lists, or printing of which on occasional indents has been sanctioned by Government. These involve considerably greater expenditure than the printing of standard forms and they should be restricted as much as possible.

(*d*) *Forms supplied on payment.*—In the case of forms, such as those of quasi-Government and commercial concerns under the Industries or other departments, etc., the cost of which is recovered direct from the departments, the indents are sent direct to the Press as per Cycle of Indents.

(*e*) Forms prescribed by Government under the various Acts in force, and supplied on payment to the public through the Department or sold directly at the Book Depot.—These forms will be printed on special indents and supplied six weeks after the receipt of indents.

3. Every printed form shall bear in small type at the top, indicating its class and departmental number. Thus: Revenue 15 shows that it is a Revenue form and its Departmental number is 15. It shall also bear an abbreviated imprint showing the WD No., the Press where it is printed, the number of copies struck and the year it is printed. Thus: WD 02025—GPB—2,000—1940 shows that the form bears 02025 as its WD No., that it was printed at the Government Press, Bangalore, that 2,000 copies were printed and that they were printed in the year 1940.

4. Standard forms are supplied only from the Government Presses, and they should on no account be printed in a private press whatever be the number required, nor any additions be over-printed on such forms without the sanction of Government.

5. *Files of Standard Forms* are maintained at the Government Press for purposes of reference and not for issue or loan. Every officer should keep files of all classes of forms sanctioned for use in his office. Files are not made up in the Presses for this purpose.

INTRODUCTION OF NEW OR MODIFIED FORMS.

6. No form which is not included in the lists of standardised forms may be printed at any press, nor may any additions to, or alterations in, the lists be made without the sanction of Government.

(*a*) *Introduction of new forms.*—A copy of every order of Government sanctioning additions to, or alterations in, the lists or in the forms, shall be communicated to the Superintendent, Government Printing. In the absence of specific instructions, copies of a new form will be supplied only from the next annual indent. If immediate supply is necessary, the number required for each officer should be furnished with the order prescribing the form.

7. Proposals to introduce new forms submitted to Government, may be sent through the Superintendent, Government Printing, who is required to scrutinise them and see whether any one of the forms proposed cannot be combined with any one of the existing forms. No sanction for new forms will be accorded without the concurrence of the Superintendent, Government Printing.

8. While introducing new forms, it is necessary to take into consideration the following principles :—

(i) That more than 500 copies are required.

(ii) That the amount of clerical labour saved is sufficient to warrant the expenditure incurred in printing.

(iii) That cyclostyle or other duplicating process available will not meet the case equally well.

The above proposals do not apply to cases where returns of forms have to be submitted to Government in print. Matters which can be conveniently or more cheaply be copied, typewritten or prepared by duplicating machine should not be printed.

9. In urgent cases, Government directing the printing of a new or modified form may also order immediate supply of that form. Before fixing a date for the introduction of a new system requiring a large number of forms, etc., inquiries may be made whether the Press can get the copies ready in time.

10. *Modified forms.*—When one standardised form is ordered by Government to be modified or substituted for another, the change shall, except in special circumstances,

be effected only at the time of the next annual indent. As long a notice as possible should be given before the revision of any form is ordered so that old stock in offices may be used up. Heads of Departments may also, subject to the same conditions referred to above, sanction any slight alteration without making material changes in the existing forms.

11. In the case of forms newly introduced under the provision of rule 6, sample forms of the proper size must accompany the requisition. These will be printed on the kind of paper prescribed in Government Order No. A. F. 6232-3—P. & S. 92-39-2, dated 13th May 1940 (*vide* Appendix B). If in any case, forms on special paper are required, reasons therefor must be fully specified in the requisition.

12. If one department wishes to modify a form which is used by it in common with another department, it should be done in consultation with the other department and also with the concurrence of the Superintendent, Government Printing.

13. *Proofs of new or modified forms* can be furnished only after the indent for the supply of copies is received.

14. *Style and size of new forms.*—Manuscripts of new and modified forms should be of the same size as the paper on which the forms are to be printed, with sample entries filled in, in the columns, so as to enable the Press to judge the width of each column. The forms prescribed should be drawn up to suit one of the standard sizes of paper and the headings should be compressed as much as possible. If headings containing long particulars are necessary, the items can often be inserted in a list of instructions prefixed to the register, with the column number or a brief abstract only in the headings, thus giving space for more items in each page. When a form is intended for a single entry, or for fewer entries than the number of columns, it is usually better to arrange the usual headings in lines at the left hand side in columns with the column matter as headings. Numbers to columns are rarely wanted and they encroach on the space for entries.

15. *Inner sheets.*—In the case of forms containing a number of sheets with a common heading, the inner sheets should not be cut in order to have the headings for all the

sheets, but the heading should be printed in each sheet.

16. *Quarto forms.*—Except for correspondence with Government, quarto forms should always be used in preference to folio size, and all forms in foolscap quarto size should, as far as possible, be printed lengthways of the page for convenience in filing with folio sheets of the same width.

17. *Special modification* of forms, such as printing in a different size and style for office copies, the insertion of a name, designation or place or an office in a standard or stock form; over-printing on printed forms; printing of names in attendance registers, acquittance rolls, village lists, registers, subscription books and similar lists; inserting the dates or years in standard forms; printing or alteration of figures representing years in any form; indents for the same forms more than once in a year; or printing of addresses on envelopes are prohibited for every department except with the special orders of Government.

Supplies to New Offices.

18. Whenever a new office is created under the sanction of Government or when an existing office is abolished, intimation shall be given to the Superintendent, Government Printing, who shall make the necessary corrections in the standard list, the quantities being fixed by him in consultation with the Head of the Department or the Deputy Commissioner concerned.

19. Proposals to start new office or branches of offices submitted to Government by Heads of Departments should contain provision to meet the cost of printed forms required for initial and recurring supply. This provision has to be transferred to the Press Budget so long as the supply is needed. There ought to be an interval of at least eight weeks for the initial supply of such of the forms as cannot be met from the stock of allied offices.

Indents for Forms.

20. Officers who are authorised to send consolidated indents for standard forms are indicated in Appendix C. *These forms are supplied only on annual indents in the prescribed form* (Appendix D) which must be sent through

Toll and other kinds of permits may, in special cases, be sent through the Heads of Departments in case of urgent necessity with full explanation for not including them in the annual indent.

Delivery, Freight, etc.

25. The Superintendent, Government Printing, will arrange to despatch forms with duplicate invoices (Appendix E) to the destination noted in the indent and post the Railway Receipt to the officer responsible to clear the consignment.

26. *Freight on forms, etc.*, sent by rail to Government offices as well as delivery charges at the place of destination are met out of the contingent grant of the offices concerned. The Superintendent, Government Printing, is authorised in all such cases to book packets by railway "To Pay." On forms returned to the Press on requisition, freight is paid by the Department concerned.

27. *Local delivery* of forms and other works are not made by the Press, except to Secretariat offices, and notice is sent to other offices as soon as a parcel is ready. Upon receipt of intimation that forms are ready, officers should arrange to take delivery, the forms being checked and any complaints as to short supplies should be made immediately after they are received. If prompt delivery is not taken, the Press may send the forms, the coolie charges, etc., being paid by the office concerned. The Superintendent will enter the amount to be paid on the memorandum which accompanies the work.

Receipts from the Press.

28. *Receipts of forms.*—Packages should be opened and the contents carefully checked and the weight verified as soon as received from the Press. All vouchers for the receipt of printed work or publications should be returned, postage pre-paid, to the Press immediately on receipt of the consignment, with a separate letter in case of any discrepancies. In the case of printed forms, however, differences in excess of 5 per cent need only be intimated. In cases of systematic non-return of invoices, a report will be submitted to Government by the Superintendent, Government Printing. *If packets or parcels do not reach*

their destination on the due date, enquiries should at once be instituted at the Post Office or at the Railway Station and the fact communicated to the Superintendent. In all correspondence about forms, the group name and form number and letter, if any, should be specified to avoid mistakes.

29. *Return of forms.*—In cases where the number of copies and description of forms appear to differ from the quantities indented for, they should not be returned to the Press but be retained pending instructions as to their disposal. The Superintendent cannot be responsible for demurrage, freight and other charges incurred on parcels returned without a requisition from the Press. In any case of surplus stock of forms which are not likely to be required, the Superintendent, Government Printing, should be addressed in order that he may give instructions as to the offices in the neighbourhood to which the excess copies may be delivered.

30. All packages should be opened in the presence of the Head of the Office or in his absence, of the Gazetted Assistant. In unavoidable circumstances, the ministerial head of the office or Manager or Head Clerk may have the packets or bundles opened and certify on the invoices regarding the correctness of the receipt of the contents. In this case, the invoices should be countersigned by the Head of the Office before sending it to the Superintendent, Government Printing, as acknowledgment.

Stocking, Issue and Accounting.

31. Printed forms, like stationery articles, will be placed in the custody of a responsible officer. He shall maintain a stock book in the form Appendix F, for all forms received, and *shall see that they are carefully secured and properly arranged, each description of forms being kept separately labelled with the name and number of, forms, to facilitate identification.*

32. Forms should be issued only on requisitions signed by heads of sections or the Manager of the Office. An Issue Book shall be maintained in form Appendix G and all issues posted therein chronologically with the acknowledgment of parties. This book may be closed once in a month and totals carried to Appendix F, the Receipt Register, and the closing balance struck therein. Two or

more days in each month may be fixed by Heads of Offices, according to convenience, for sending requisitions to the form-clerk, to avoid frequent requisitions which will increase unnecessary work. *While passing requisitions, the heads of sections or the Managers should see that the clerk or clerks do not have unnecessary or unused stock of forms with them.* Should in any case the requisition has to be sent to the forms-clerk for urgent supply of forms on other dates than those fixed, the requisition should be passed by the Head of the Office on sufficient explanation by the party concerned.

Stock Verification.

33. The verification of stock should actually be done *half-yearly* by the Head of the Office or by his Gazetted Assistant and a certificate to that effect in form Appendix H may be sent to the Superintendent, Government Printing, on or before the close of the month following the half-year. The Superintendent, Government Printing, will furnish to Government, within two months following the half-year, a statement of officers who have not sent the half-yearly stock certificates.

34. Excess forms found in stock-taking may be brought on to account, and if they are heavy, *i.e.*, more than what is required for the next Supply Year, the Superintendent, Government Printing, shall be intimated and his instructions sought for their disposal economically. Deficiencies and damaged or missing forms noticed shall be dealt with as indicated in Rule 36.

35. Advantage shall be taken of the half-yearly examination of stock to inspect the condition of forms, registers, etc., kept with officials unnecessarily and the opinion of the Head of the Office in regard to these shall be recorded in the certificates.

Damage to Forms.

36. When forms are damaged or found missing, the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact through the proper channel to the Head of the Department who will investigate the matter, recover the value of the forms, if the loss or damage was due to carelessness or

neglect of rules, or write off the value from the accounts, if irrecoverable. A copy of the order passed may be sent to the Superintendent, Government Printing, for information.

37. If it is apprehended that any form will deteriorate before coming into use, the instructions of the Superintendent, Government Printing, as to its disposal shall be obtained without delay.

38. Obsolete forms may be disposed of, in consultation with the Superintendent, Government Printing.

Supply on Payment.

39. Remarks column of Appendix C shows whether the forms supplied are free of cost or the value thereof has to be adjusted by book adjustment.

40. Cost of forms supplied to all works for which Capital and Revenue Accounts have been kept should be adjusted by book adjustment.

41. Departments to which forms are to be supplied on payment are contained in Appendix I.

General.

42. The Superintendent, Government Printing, shall bring to the notice of Government, any serious neglect or breach of these rules.

APPENDICES

APPENDIX A.

Rule 2.

List of Common Forms.

Sl. No.	Names of Forms	Size	Whether to be printed on one side or both	Whether to be in book or loose sheets	Kind of paper to be used	Remarks
1	Acknowledgment card ...	Post card	Both	Pads	Badamy Cartridge	
2	Do forms ...	F'cap quarto	Do	Do	Badamy D. F. 16 lbs.	
3	Application for leave of Gazetted Officers.	Do folio	Do	Do	D. F. 20 lbs.	
4	Application for leave of other officers.	Do quarto	Do	Do	Badamy D. F. 16 lbs.	
5	Arrear list ...	Do folio	Do	Book of 2 qrs.	D. F. 20 lbs.	
6	Attendance register ...	Do	Do	Do	Badamy D. F. 16 lbs.	
7	Bill register ...	Do	Do	Do	D. F. 20 lbs.	
8	Bundle slips ...	Do quarto	One	Pads	Badamy D. F. 16 lbs.	*(1) Some books of 300 and (2) some of 200 leaves. For (1) two other sheets to be perforated, and for (2) every alternate sheet to be perforated.
8(a)	Book post packet slips ...	Do octavo	Do	Do	Do	
9	Cash bill books* ...	Do quarto	Do	Books	D. F. 16 lbs.	
10	Casual leave register ...	Do	Both	Book of 2 qrs.	Badamy D. F. 16 lbs.	
11	Character books ...	Do	Do	Do	D. F. 20 lbs.	
12	Character report of Gazetted Officers.	Do folio	Do	Booklet of 3 leaves.	Do	
13	Character report of Non-Gazetted Officers.	Do do	One	Pads	Do	
14	Confidential cards ...	Do 1/6	Both	Loose	Thick card board	
15	Do slips ...	Do 16mo	One	Small pads of slips	Thin coloured paper	

16	Covering memo for sending bills for audit or for counter-signature.	Do folio	Do	Book of 2 qrs.	Badamy D. F. 16 lbs.	Triplicate to be perforated in two places.
17	Public Service Commissioner's Office forms "A. B. C. D. E."	Do	Do	Small pads	Do	Each separate.
18	Public Service Commissioner's Office forms "C_2, C_3, C_4".	Do	Do	Do	Do	I
	REGISTERS UNDER DISPOSAL NUMBER SYSTEM.					
19	General receipt register ...	F'cap folio	Both	Book of 4 qrs.	D. F. 20 lbs.	
20	Personal register ...	Do do	Do	Do 3 qrs.	Do	
21	New case register ...	Do do	Do	Do 3 qrs.	Do	
22	Periodical register	Do do	Do	Do 2 qrs.	Do	
23	Stock list of periodicals ...	Do do	Do	Do 2 qrs.	Do	
24	Current register of petitions ...	Do do	Do	Do 4 qrs.	Do	
25	Abstract of arrears ...	Do do	Do	Do 2 qrs.	Do	
26	Arrear list ...	Please see Sl. No. 5.				
27	Disposal docket D1 ...	Do do 37.				
28	Do D2 ...	Do do 38.				
29	Do R ...	Do do 36.				
30	Call book ...	F'cap folio	Both	Book of 2 qrs.	D. F. 20 lbs.	
31	Stock list of register ...	Do do	Do	Do 3 qrs.	Do	
32	Record issue register ...	Do do	Do	Do 4 qrs.	Do	
33	Record-keeper's circular ...	Do do	Both	Do 2 qrs.	D. F. 20 lbs.	
34	"N" Reference slips ...	F'cap quarto	One	Pads	Badamy D. F. 16 lbs.	
35	Index slips ...	Do do	Do	Do	Brown cartridge D. F. 18 lbs.	
36	"R" Disposal covers ...	F'cap	Both	Do	Do	

Sl. No.	Names of Forms	Size	Whether to be printed on one side or both	Whether to be in book or loose sheets	Kind of paper to be used	Remarks
37	"D1" Disposal ...	F'cap folio	One	Pads	Badamy D. F. 16 lbs.	
38	"D2" do ...	Do do	Do	Do	Do	
39	Docket forms (big) ...	Do do	Do	Do	D. F. 20 lbs.	
40	Do (small) ...	F'cap quarto	Do	Do	Do	
41	D. O. covers (square) ...	In three sizes, ordinary, square and oblong.				
42	Do (oblong) ...					
43	Draft for approval (big) ...	F'cap folio	One	Pads	Badamy D. F. 16 lbs.	
44	Do (small) ...	Do quarto	Do	Do	Do	
45	Letter form (big) ...	Do folio	Do	Do	Do	
46	Do (small) ...	Do quarto	Do	Do	Do	
47	Draft for approval slips ...	Do 32mo	Do	Pads of slips	Do	
48	Disallowance memo form ...	Do quarto	Do	Pads	Do	
49	Early cards ...	Do 1/6	Both	Single	Thick card board	
50	Early slips ...	Same as No. 47				
51	Economy slips ...	F'cap octavo	One	Pads	Any kind of ordinary paper.	
52	Endorsement cards (Kan.) ...	Post card	Both	Do	Badamy cartridge D. F. 38 lbs.	
53	Do (Eng.) ...	Do	Do	Do	Do	
54	Endorsement forms (Eng.) (big and small).	F'cap quarto	Do	Do	Badamy D. F. 16 lbs.	
55	Do (Kan.) ...	Do do	Do	Do	Do	

56	Flag slips ...	.....				
57	Form issue books ...	} Registers prescribed in the revised rules of forms.				
58	Form stock register ...					
59	Form register ...	F'cap folio	Both	Book in 4 qrs.	D. F. 20 lbs.	
60	Immediate cards ...	Same as Sl. No. 49				
61	Do slips ...	Do Sl. No. 50				
62	Interview slips ...	F'cap octavo	One	Pads	White or Badamy D. F. 16 lbs.	
63	Memo pads ...	Do octavo and quarto	Do	Do	Do	
64	Blank memo counterfoil books...	Do folio	Do	Books of 100 leaves.	Do	To be perforated in the middle.
65	Memo calling for returns ...	Do do	Do	Do	Do	
66	Memorandum forms ...	Do quarto	Do	Pads	Do	
67	Memo forwarding documents in triplicate.	Do folio	Do	Books of 100 leaves.	Badamy D. F. 16 lbs.	To be perforated in two places.
68	Note forms ...	Do do	Do	Pads of 50	Creamlaid D. F. 28 lbs.	To be ruled.
69	Note continuation sheets ...	Do do	Do	Do	Do	Do
70	Paper under disposal slips	Same as Serial No. 50				
71	Peon's book ...	F'cap folio	Both	Books of 100 leaves.	D. F. 20 lbs.	
72	Reminder forms, two kinds ...	Do quarto	One	Pads of 100	Badamy D. F. 16 lbs.	
73	Record requisition slips ...	Do octavo	Do	Do	Do	
74	Routine notes ...	Do folio	Do	Do	White D. F. 16 lbs.	
75	Record destruction register ...	} Blank book may be used (Not printed even now)				
76	Register of vacancies ...					
77	Receipt form (for payments made) Kannada and English.	F'cap octavo	One	Pads of 100	Badamy D. F. 16 lbs.	
78	Stock register of cheque book, etc.	Do do	Both	One qr.	D. F. 20 lbs.	
79	Service post card	Same as Serial No. 1				

Sl. No.	Names of Forms	Size	Whether to be printed on one side or both	Whether to be in book or loose sheets	Kind of paper to be used	Remarks
80	Indent for Stationery ...	} Form[s] prescribed in the revised rules may be used.				
81	Do forms ...					
82	Telegram or telephone message confirmation books.	F'cap quarto	One	Pads	Badamy D. F. 16 lbs.	
83	"To" Register ...	Do folio	Both	Books of 4 qrs.	D. F. 20 lbs.	
84	Urgent pads ...	Same as Serial No. 49.				
85	Do slips ...	Do do 50				
86	Order books ...	F'cap quarto	One	Pads of 100 pages in duplicate, every alternate sheet to be perforated.	Badamy D. F. 16 lbs.	Thick wrapper binding.

APPENDIX B.

Rule 10.

GOVERNMENT ORDER No. A. F. 6232-3—P. & S. 92-39-2, DATED BANGALORE, THE 13TH MAY 1942.

General rules to be followed for selecting the kind of paper to be used for printing forms, registers and other matter :—

	Nature of Records.	*Kind of Paper.*
1.	Registers, forms and other matter to be preserved for over 20 years.	Thick Azurelaid paper or Tub-size paper.
2.	Registers, forms and other matter to be preserved for more than 10 years and up to 20 years.	Thin Azurelaid paper.
3.	Registers, forms and other matter to be preserved for more than 5 years and up to 10 years.	White D. F. 20 lbs.
4.	Registers, forms and other matter to be preserved for 5 years or less.	White or Badami D. P. 16 lbs.

APPENDIX C.

Cycle of Indents.

Rules 18, 19 and 39.

Sl. No.	Department	Units of supply or names of indenting officers	Countersigning officer	Period of supply	Latest date for receipt of indents	Latest date of supply	Free or charged
1	Civil ...	1. District and Sessi ons Judges ...	...	March to March ...	15th November ...	March ...	Free.
		2. Subordinate Judges ...	...	Do	Do	Do	Do
		3. Additional Subordinate Judges ...	...	Do	Do	Do	Do
		4. Munsiffs ...	..	Do	Do	Do	Do
		5. Munsiff-Magistrates ...	...	Do	Do	Do	Do
		6. High Court ...	...	Do	Do	Do	Do
2	Criminal ...	1. Sessions Judges ...	...	Do	Do	Do	Do
		2. Assistant Sessions Judges ...	...	Do	Do	Do	Do
		3. District Magistrates ...	...	Do	Do	Do	Do
		4. City Magistrates ...	...	Do	Do	Do	Do
		5. Special First Class Magistrates ...	...	Do	Do	Do	Do
		6. Special Second Class Magistrates.	...	Do	Do	Do	Do
3	Public Prosecutors.	7. Munsiff-Magistrates ...	...	Do	Do	Do	Do
4	High Court ...	8. High Court ...	...	Do	Do	Do	Do
5	Insurance ...	1. The Secretary, Mysore Government Life Insurance Department, Bangalore.	...	April to April ...	15th December ...	April ...	On payment.
6	Excise ...	1. The Excise Commissioner ...	...	Do	Do	Do	Free.
		2. The Deputy Commissioner, Excise Department.	...	Do	Do	Do	Do
		3. The Officer-in-charge of Distillery and Transport Arrangements, Mandya.	...	Do	Do	Do	Do
7	Income-tax ...	1. The Commissioner of Income-tax.	...	Do	Do	Do	Do
		2. The Special Deputy Commissioner of Income-tax, Bangalore and Mysore Cities and Taluks.	...	Do	Do	Do	Do
		3. The Deputy Commissioners of Income-tax.	...	Do	Do	Do	Do
		4 Income-tax Officer ...	...	Do	Do	Do	Do

8	Military ...	1. The Chief Commandant, Mysore State Troops, Bangalore.	...	Do	Do	Do	Do
		2. Hessarghatta Grass Farm ...	...	Do	Do	Do	Do
		3. Kunigal Stud Farm ...	...	Do	Do	Do	Do
9	...	1. Principal, Unani and Ayurvedic College, Mysore.	...	Do	Do	Do	Do
		2. Principal, Medical School, Bangalore.	...	Do	Do	Do	Do
		3. Principal, Sri Krishnarajendra Silver Jubilee Technological Institute, Bangalore.	...	Do	Do	Do	Do
10	Medical ...	1. The Superintendent, Government Medical Stores, Bangalore.	Senior Surgeon ...	May to May ...	15th January	May ...	Do
11	Treasury ...	1. The Officer-in-charge of State Huzur Treasury, Bangalore.	...	Do	Do	Do	Do
		2. The Deputy Commissioners of Districts, Treasury Department.	...	Do	Do	Do	Do
12	Registration ...	1. The Inspector-General of Registration in Mysore, Bangalore.	...	Do	Do	Do	Do
		2. The District Registrars of Districts	...	Do	Do	Do	Do
13	Mines and Explosives.	1. The Chief Inspector of Mines and Explosives in Mysore, Oorgaum.	...	June to June ...	15th February	June ...	Do
14	Geological Department.	1. The Director of Geology in Mysore, Bangalore.	...	Do	Do	Do	Do
15	Police ...	1. The Inspector-General of Police in Mysore, Bangalore.	...	Do	Do	Do	Do
16	Sericulture ...	1. The Superintendent of Sericulture in Mysore.	...	Do	Do	Do	Do
17	Industrial Schools.	1. The Superintendent, Government Industrial School, Channapatna.	Director of Industries and Commerce.	Do	Do	Do	Do
		2. The Superintendent, Government Weaving School, Dodballapur.	Do	Do	Do	Do	Do
		3. The Superintendent, Industrial School, Chikmagalur.	Do	Do	Do	Do	Do
		4. The Superintendent, Industrial School, Chitaldrug.	Do	Do	Do	Do	Do
		5. The Superintendent, Government Industrial School, Sagar.	Do	Do	Do	Do	Do
		6. The Superintendent, Government Industrial School, Shimoga ...	Do	Do	Do	Do	Do

APPENDIX C—*contd.*

Sl. No.	Department	Units of supply or names of indenting officers	Countersigning officer	Period of supply	Latest date for receipt of indents	Latest date of supply	Free or charged
	Industrial Schools—(*concld.*)	7. The Superintendent, Government Industrial School, Chikballapur.	Director of Industries and Commerce.	June to June ...	15th February ...	June ...	Free.
		8. The Superintendent, Krishnarajendra Silver Jubilee Industrial School, Hassan.	Do	Do	Do	Do	Do
		9. The Superintendent, Government Industrial School, Nelamangala.	Do	Do	Do	Do	Do
		10. The Weaving Demonstrator, Fort, Bangalore City.	Do	Do	Do	Do	Do
18	Prisons ...	1. The Inspector-General of Prisons in Mysore, Bangalore.	...	July to July ...	15th March ...	July ...	Do
		2. The Superintendent, Central Jail, Bangalore.	...	Do	Do	Do	Do
		3. The Superintendent, Mysore Jail, Mysore.	...	Do	Do	Do	Do
		4. The Deputy Commissioners in-charge of Lock-ups	...	Do	Do	Do	Do
19	Government Gardens	1. The Director of Horticulture in Mysore, Bangalore.	...	Do	Do	Do	Do
		2. The Superintendent, Government Gardens in Mysore, Bangalore.	...	Do	Do	Do	Do
		3. The Chief Marketing Officer, Bangalore.	...	Do	Do	Do	Do
20	Joint-Stock Companies.	1. The Registrar of Joint-Stock Companies and of Firms in Mysore, Bangalore.	...	Do	Do	Do	Do
		2. The Superintendent of Insurance in Mysore, Bangalore.	...	Do	Do	Do	Do
21	Serum Institute ...	1. The Superintendent, Mysore Serum Institute, Bangalore.	...	Do	Do	Do	Do.

22	Veterinary Service including Amrit Mahal and Live-Stock.	1. The Superintendent of Veterinary Services in Mysore, Bangalore, whose indents should provide for the requirements of C. V. D. Forms by other Departments.	...	August to August	15th April	August	Do
23	Meteorological Department.	1. Meteorologist to the Government of Mysore, Bangalore.	...	Do	Do	Do	Do
24	Revenue and Muzrai Commissioners.	1. The Revenue Commissioner ...	...	Do	Do	Do	Do
		2. The Muzrai Commissioner ...	...	Do	Do	Do	Do
25	Land Acquisition Officers.	3. Revenue Commissioner (to send a consolidated indent).	...	Do	Do	Do	Do
26	Stamps	1. The Commissioner of Stamps ...	...	September to September.	15th May ...	September ...	Do
		2. The Superintendent of Stamps ...	...	Do	Do	Do	Do
		3. The Superintendent, Stamp Manufactory, Bangalore.	...	Do	Do	Do	Do
		4. The Deputy Commissioners of Districts, Treasury Department.	...	Do	Do	Do	Do
27	General and Revenue Secretariat, Publicity Office and Railway Secretariat.	1. The Registrar, General and Revenue Secretariat, including the Publicity Office and Secretary, Representative Assembly and Legislative Council.	...	Do	Do	Do	Do
28	Stores Purchase Committee.	1. The Secretary, Stores Purchase Committee, Bangalore.	...	Do	Do	Do	Do
29	Electric Factory ...	1. The Superintendent, Government Electric Factory, Bangalore.	...	Do	Do	Do	To be charged.
30	Kannada Translator.	1. The Kannada Translator to Government, Bangalore.	...	Do	Do	Do	Free.
31	(a) Secretary, Mysore Traffic Board.	1. The Secretary, Mysore Traffic Board, Bangalore.	...	Do	Do	Do	Do
	(b) Traffic and Toll-Gates.	2. The District Magistrates of Districts.	...	Do	Do	Do	Do
32	Sandalwood Oil Factory.	1. The Director of Sandalwood Oil Factory, Mysore.	...	October to October	15th June ...	October ...	To be charged.
33	Comptroller ...	1. The Comptroller to the Government of Mysore, Bangalore.	...	October to October	15th June ...	October ...	Free.

APPENDIX C—*contd.*

Sl. No.	Department	Units of supply or names of indenting officers	Countersigning officer	Period of supply	Latest date for receipt of indents	Latest date of supply	Free or charged
34	Financial Assistant to the Director of Public Instruction.	1. The Financial Assistant to the Director of Public Instruction in Mysore, Bangalore.	Director of Public Instruction.	October to October	15th June ...	October ...	Free
35	Public Health ...	1. The Director of Public Health in Mysore, Bangalore.	One consolidated indent.	Do	Do		Do
		2. The Medical Officer, Kolar Gold Fields in regard to Health forms.	...	Do	Do	Do	Do
36	Secretary, Local Examinations Boards.	1. The Secretary, Mysore Local Examinations Boards, Bangalore...	...	Do	Do	Do	Do
37	Industries and Commerce.	1. The Director of Industries and Commerce.	...	November to November.	15th July ...	November ...	Do
		2. The Commissioner of Labour in Mysore, Bangalore.	...	Do	Do	Do	Do
		3. The Superintendent, Government Museum.	Director of Industries and Commerce.	Do	Do	Do	Do
		4. The Inspector of Boilers ...	Do	Do	Do	Do	Do
		5. The Kolar Wool Centre ...	Do	Do	Do	Do	Do
		6. The Secretary, Industrial and Co-ordination Board, Bangalore.	Do	Do	Do	Do	Do
38	Press and Stationery.	1. The Superintendent, Government Printing, Bangalore.	...	Do	Do	Do	Do
		2. The Assistant Superintendent, Government Branch Press, Mysore.	Superintendent, Government Printing.	Do	Do	Do	Do
		3. The Superintendent, Government Stationery Depot, Bangalore.	Do	Do	Do	Do	Do
39	Electrical Department.	1. The General Superintendent, C. P. S., Bangalore.	Consolidated indent.	Do	Do	Do	To be charged
40	District Board ...	1. The Presidents of District Boards	Through the Deputy Commissioners.	Do	Do	Do	Half cost
		2. The Vice-President, Kolar Gold Field Sanitary Board.	Do	Do	Do	Do	Do

		in Mysore, Bangalore.	Consolidated indent.	December to December.	15th August ...	December ...	Free
42	University ...	1. The Registrar, Mysore University, Mysore.	Do	Do	Do	Do	To be charged
43	Department of Public Works, Serial and General	1. The Executive Engineers of Divisions whose requirements should include the requirements of other officers within their jurisdiction, such as District Boards, Municipalities, Police, etc., who may require P. W. Forms.	...	Do	Do	Do	Free
		2. The Chief Engineer of Mysore, Bangalore.	...	Do	Do	Do	Do
		3. The Palace Engineer	...	Do	Do	Do	Do
		4. The Superintending Engineers...	...	Do	Do	Do	Do
		5. The Agricultural Engineer for P. W. Forms.	...	Do	Do	Do	Do
44	Water Supply Division.	1. The Executive Engineer, Water Supply Division.	...	Do	Do	Do	Do
		2. The Sanitary Engineer, Bureau of Sanitary Engineering, Bangalore.	...	Do	Do	Do	Do
45	Book Depot ...	1. The Superintendent, Government Central Book Depot, Bangalore.	...	January to January	15th September ...	January ...	Do
46	Revenue, Muzrai, V. P., R. R. and V. M.	1. The Deputy Commissioners of Districts.	...	Do	Do	Do	Free; in the case of R. R. forms to be charged.
		2. The Sub-Division Officers ...	...	Do	Do	Do	Free
		3. Amildars and Deputy Amildars..	...	Do	Do	Do	Do
47	Agriculture ...	1. The Director of Agriculture ...	Director of Agriculture.	Do	Do	January ...	Do
		2. The Assistant Director of Agriculture, Chikmagalur Circle	Do	Do	Do	Do	Do
		3. The Assistant Director of Agriculture, Kolar Circle ...	Do	Do	Do	Do	Do
		4. The Senior Assistant Director of Agriculture, Bangalore Circle.	Do	Do	Do	Do	Do
		5. The Senior Assistant Director of Agriculture, Mysore Circle.	Do	Do	Do	Do	Do
		6. The Deputy Director and Mycologist, Department of Agriculture, Bangalore.	Do	Do	Do	Do	Do

APPENDIX C—*contd.*

Sl. No.	Department	Units of supply or names of indenting officers	Countersigning Officers	Period of supply	Latest date for receipt of indents	Latest date of supply	Free or charged
	Agriculture-*concld.*	7. The Agricultural Chemist, Bangalore.	Director of Agriculture.	January to January	15th September	January ...	Free
		8. The Economic Botanist, Bangalore.	Do	Do	Do	Do	Do
		9. The Entomologist, Department of Agriculture, Bangalore.	Do	Do	Do	Do	Do
		10. The Paddy Special Officer, Bangalore.	Do	Do	Do	Do	Do
		11. The Principal, Experimental Farm, Hebbal Farm, Bangalore.	Do	Do	Do	Do	Do
		12. The Principal, Agricultural School, Hebbal, Bangalore.	Do	Do	Do	Do	Do
		13. The Assistant Director of Agriculture, Tumkur.	Do	Do	Do	Do	Do
		14. The Agricultural Inspector, Paddy Breeding Station, Nagenahalli.	Do	Do	Do	Do	Do
		15. The Superintendent, Jaggery Boiling Plant, Mandya.	Do	Do	Do	Do	Do
		16. The Assistant Director of Agriculture, Mandya.	Do	Do	Do	Do	Do
		17. The Head Master, Samanahalli Agricultural School, Maddur.	Do	Do	Do	Do	Do
		18. The Chemist, Active Carbon Unit, Mandya.	Do	Do	Do	Do	Do
		19. The Superintendent, Irwin Canal Agricultural Farm, Mandya.	Do	Do	Do	Do	Do
		20. The Assistant Director of Agriculture, Hassan.	Do	Do	Do	Do	Do
		21. The Manager, Cattle Breeding Station, Ajjampur.	Do	Do	Do	Do	Do
		22. The Assistant Director of Agriculture, Shimoga.	Do	Do	Do	Do	Do
		23. The Manager, Babbur Experimental Farm, Hiriyur.	Do	Do	Do	Do	Do

		24. The Assistant Director of Agriculture, Chitaldrug.	Do	Do	Do	Do	Do
		25. The Agricultural Inspector, Bikli Experimental Farm.	Do	Do	Do	Do	Do
		26. The Fisheries Officer, Department of Agriculture, Bangalore	Do	Do	Do	Do	Do
		27. The Agricultural Engineer (for Agriculture Forms and Financial Forms).	Do	Do	Do	Do	Do
48	Forest ...	1. The Chief Conservator of Forests in Mysore, Bangalore.	Chief Conservator of Forests.	February to February.	15th October ... Do	February .. Do	Free Do
		2. The District Forest Officer, Bangalore.	Do	Do			
		3. The District Forest Officer, Kolar.	Do	Do	Do	Do	Do
		4. The District Forest Officer, Tumkur	Do	Do	Do	Do	Do
		5. The District Forest Officer, Chitaldrug.	Do	Do	Do	Do	Do
		6. The District Forest Officer, Shimoga.	Do	Do	Do	Do	Do
		7. The District Forest Officer Kadur	Do	Do	Do	Do	Do
		8. The District Forest Officer, Hassan	Do	Do	Do	Do	Do
		9. The District Forest Officer, Mysore	Do	Do	Do	Do	Do
		10. The District Forest Officer, Sagar	Do	Do	Do	Do	Do
		11. The District Forest Officer, Bhadravati.	Do	Do	Do	Do	Do
		12. The Conservator of Forests, Shimoga.	Do	Do	Do	Do	Do
		13. The Officer in-charge of Working Plans and Forest Surveys, Bangalore.	Do	Do	Do	Do	Do
		14. The Forest Mycologist, Forest Research Laboratory, Bangalore	Do	Do	Do	Do	Do
		15. The Officer-in charge of Elephants, Bangalore.	Do	Do	Do	Do	Do
		16. The Officer-in-charge of Wood Preservation Plant, Bhadravati.	Do	Do	Do	Do	Do
49	Co-operative Societies.	1. The Registrar of Co-operative Societies in Mysore, Bangalore.	Do	Do	Do	Do	Do
50	Revenue Survey ...	1. The Superintendent of Land Records, Survey and Settlement in Mysore, Bangalore.	Do	Do	Do	Do	Do

APPENDIX C.—*concld.*

Sl. No.	Department	Units of supply or names of indenting officers	Countersigning officer	Period of supply	Latest date for receipt of indents	Latest date of supply	Free or charged
51	Municipal ...	1. The Municipal Commissioner, Bangalore City.	...	February to February.	15th October ...	February ...	Half cost
		2. The President, City Municipal Council, Mysore.	...	Do	Do	Do	Do
		3. The several Municipalities, Major and Minor.	Through the respective Deputy Commissioners who have to send a consolidated indent.	Do	Do	Do	Do
52	Miscellaneous ...	1. The Private Secretary to His Highness the Maharaja of Mysore.	As and when required.	...	...	...	Free
		2. The Huzur Secretary to His Highness the Maharaja of Mysore.	Do	...	...	...	Do
		3. Local Service Examinations ...	Do	...	...	...	Do

APPENDIX D.

Rule 18.

INDENT FOR FORMS

For the supply year (period) from.....to.....
for the office of the.....
..... only.
and offices subordinate thereto.

I hereby certify (1) that the stock of forms and registers has been examined on.....

(2) that each and every item received from the Superintendent, Government Printing, or any other source finds entry in the stock book ;

(3) that the actuals agree with the quantities shown in the stock book ;

(4) that no issue made is in excess of the requirements ;

(5) that every issue has been acknowledged by the recipient in the issue book and has been made only on demand ;

(6) that acknowledgment has been duly obtained for each and every form or register supplied to other offices ;

(7) that all balances shown in old stock books have been correctly brought forward in the new stock book ;

(8) that I have obtained similar certificates from my subordinate offices ;

I further certify that this indent has been carefully prepared in my office with reference to the rules* regarding the preparation of indents for forms and registers and that the quantities claimed are absolutely necessary for the period stated ;

The consignment may be despatched by $\frac{\text{Ry. Goods}}{\text{Ry. Parcel}}$ to the following address :—

.....
.....
.....

Nearest Railway Station: .....

Place.....
Date..... *Signature and Designation.*

Countersigned

Place.....
Date..... *Signature and Designation.*

Please see the other side of the cover for General Instructions.

INDENT FOR FORMS AND REGISTERS

For use in the Office of the.....during the supply year from.....to.....

Serial No. of the indent	Departmental No. of the Form	NAME OF FORM	Opening balance of the current supply year (*i.e.* the supply year previous to the period to which this indent relates)	Quantity received during the current supply year	Total 4 + 5	Expenditure during the current supply year		Quantity expected to remain at the beginning of the supply year for which the indent is submitted 6–(7+8)	Consumption of three previous supply year			Average annual consumption during the three previous supply years $\frac{10+11+12}{3}$	Quantity required for the coming supply year	Quantity to be supplied 14–9	REMARKS. *Note.*—Explanation of unusually large demands, variations in the consumption shown, etc., should be given here
						Actuals up to date of indent	Probable quantity estimated to be spent during the remaining part of the current supply year								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Note.—For more items further sheets, with corresponding rules drawn vertically, may be used and stitched in the centre.

General Instructions.

1. It is necessary that indents for forms and registers—whether the requirements have been standardised or not—should be sent to the Superintendent, Government Printing, within the time limit prescribed.

2. It will not be possible for the Press to print and supply if subsequently claimed on a stray requisition since it involves duplicate wasteful printing and interferes with the normal work of the Press, which will, on other periods, be engaged in printing the requirements of the other departments as per "Cycle of Indents".

3. Only authorised forms should be indented and any indent for an unauthorised form will not be complied with unless accompanied by the Government Order sanctioning its printing and supply.

4. The actual consumption of all articles in the three previous years or periods (preceding the current supply year), the average annual consumption during the three previous years together with the balance on hand on the date of indent shall be shown in the columns provided.

5. Only such quantities should be claimed as are absolutely necessary for the period to which the indent relates. Generally, it should be the average annual consumption during the three previous years *minus* the estimated stock that may be available at the beginning of the period. (At the time of indenting, the stock of each form must be examined and verified with respect to the accounts maintained in this regard; the stock that may be available at the beginning of the period may then be estimated by deducting from this stock the probable issues from then up to the beginning of the period).

6. Specific reasons should be advanced for claiming more than the average annual consumption during the previous years or the quantity provided in the standardised list.

7. A list of surplus stocks should be sent along with the indent, if there be any, or if not, a nil statement should be sent. For this purpose, forms and registers remaining in stock for over a year should be considered as surplus unless there be any good reason for treating them otherwise.

8. Every item in the indent should be serially numbered and department number should also be noted against each in the appropriate column so that it may facilitate ready identification and render consolidation easy and accurate.

9. Indents not prepared in accordance with the above instructions will not be complied with.

APPENDIX E.

Rule 25.

THE MYSORE GOVERNMENT CENTRAL PRESS, BANGALORE.

QUADRUPLICATE.

To be acknowledged by the Receiving office and returned to Press.

To

The.....

.....

Invoice No.

Date.....

W. D.	Description	Quantity		No. of packets
		In figures	In words	

....

Despatcher. For *Superintendent.*

Note.—The memo should be returned to the Superintendent, Government Printing, within one week after the receipt of the consignment with the following certificate duly signed :—

Date "Opened in my presence and the contents found correct."

Station

Signature and designation of the Receiving Officer.

Note.—This case or covering should be sold by auction, and the amount realized remitted to the Treasury and the Treasury Receipt forwarded to the Superintendent, Government Printing.

APPENDIX G

Rule 32.

Account of issues of forms in the office of.....during the month of.....

Date	Signature of parties receiving																						

APPENDIX F.

Rule 31.

Account of receipts and stock of forms in the office of..... ...for the year 194 —194

| Sources of receipt | | |

APPENDIX H.

Rule 33.

I do hereby certify that I have examined or got examined by..... .... the stock of forms available in my office on..... and found that the book balances under each kind agree with the stock on hand (except in the cases mentioned below).

Station.....

Date..... *Signature and designation.*

APPENDIX I

Rule 41.

List of officers and offices entitled to obtain forms on payment. (Book Adjustment.)

(G. O. No. G. 6367-89—P. & S. 65-23-3, dated the 14th February 1925.)

1.	Mysore University ...	For printing work done for forms supplied.
2.	Office of the Mysore Government Life Insurance Dept.	Do
3.	Electrical Department ...	Do
4.	Mysore Railways ...	Do
5.	All factories and workshops of the Industries and Commerce Department.	Do
6.	The Bhadravati Iron and Steel Works.	Do
	Miscellaneous Offices like—	
7.	Public Libraries of Bangalore and Mysore.	For forms supplied.
8.	Agricultural Department ...	Agricultural Calendar and special bulletins and pamphlets printed.
9.	Education Department ...	For text-books printed and forms supplied for Local Examinations.
10.	Local Boards and Municipalities and such other offices and institutions as may be specially included.	When they send any work.
11.	Military Department ..	For forms supplied.
12.	Sandal Oil Factory ...	Do
13.	Village Panchayet work in Taluk Offices and Record of Rights work in Taluk and Sub-Registry Offices.	Do
14.	Government Porcelain Factory.	Do
15.	Exhibition Committee ...	Do
16.	Superintendent, Government Soap Factory.	Do
17.	Seed Depot of the Government Gardens Department.	Do

VD 07089—GPB—1,000—31-7-42